



ELSTREE and BOREHAMWOOD TOWN COUNCIL

Fairway Hall, Brook Close, Borehamwood, Herts. WD6 5BT
Tel: 020 8207 1382



All Committee Members are hereby summoned to attend a meeting of the
GENERAL MANAGEMENT COMMITTEE
which will be held on
Thursday 7 October 2021 at 7.00pm
in Fairway Hall, Brook Close, Borehamwood, WD6 5BT
[Meeting Open to Press & Public]

AGENDA

Agenda Open to Press and Public (Items 1-11)

1. **Apologies:** To receive and approve apologies for absence. At the time of agenda despatch, apologies for absence were received from Cllr S Rubner (Business Trip) – Cllr Mrs P Strack to substitute.

2. **Declarations of Interest:** To:
 - a) receive declarations of interest from Councillors on items on the agenda;
 - b) receive written requests for dispensations for declarable interests; and
 - c) grant any requests for dispensation as appropriate.

3. **Public Participation:** To receive questions/statements from the public in relation to items on the agenda (one 3-minute slot for up to 3 Members of the Public).

At the Chairman's discretion, this item may be considered at the end of the agenda. This period may also be used by Members with an interest in an item to make a statement concerning that issue (e.g. grant application).

4. **Minutes:** To confirm and sign the minutes of the meeting held on 8 July 2021.

- Attached

5. Policies and Procedures: To consider review and adoption of following Council Policies and Procedures:

- (i) Social Media policy; and **- Attached**
- (ii) Data Protection Policy **- Attached**
- (iii) Health and Safety Policy Statement **- Attached**
- (iv) Gifts and Hospitality Policy **- Attached**
- (v) Council Vehicle Policy **- Attached**
- (vi) Note response from HBC (29 July 2021) regarding Mayoral Protocol **- Attached**

6. Health and Safety Audit: To:

- (i) receive Health and Safety Audit completed by Capita on 6 September 2021; **- Attached**
- (ii) note that the Fire Risk Assessment is to be submitted at the 11 November 2021 meeting (previously completed in December 2020); and
- (iii) note action to implement all findings has been taken (e.g. see Council Vehicle Policy at 5(v) above).

7. Community Grant Applications: To consider approval/recommendations to Council on 24 November 2021 on the following applications:

	Applicant	Purpose of Grant	Amount Sought
COMMUNITY GRANTS			
(i)	The Chai Center	Chanukar Event (50% of £30,000 costs)	£15,000
(ii)	Elstree and Borehamwood Unity Network	Fourth Diversity Festival costs on 30/31 October 2021	£1,000
(iii)	Boreham Wood Football Club	Stadium Board	£1,600 Financial information to follow
BUDGETED GRANT			
(iv)	BETTA	Running Costs	£1,500 Financial information to follow

- Attached

8. Financial Report: To consider and receive:

- (i) consider Income and Expenditure Report to 30 September 2021;

- Attached

- (ii) Deputy Clerk's Update Report on Online Banking (following meeting with MetroBank Account Manager on 29 September 2021);

- (iii) consider initial proposals for replacement of petrol van with electric model towards the Council's green agenda (£7,671 – current EMR)

- Attached

- (iv) Clerk's Update Report on establishment of Independent Remuneration; and
 - (v) 2022/23 Budget Headline Items and to note Budget Setting schedule prior to Full Council Precept setting on 19 January 2022.
- 9. Schedule of Meetings:** To consider DRAFT 2022 Schedule of meetings prior to Full Council on 24 November 2021 (approved in draft by Members responsible for considering Jewish Holidays – Cllrs Mrs F Turner and Cllr S Rubner).

- Attached

- 10. Fairway Hall Floor:** To consider further the reports on the condition of Fairway Hall floor in light of advice from Insurance Company (Zurich) and Health and Safety Consultants (Capita) together with remedial action plan proposed by Ironwood Flooring and Independent Flooring Report.

- Attached

- 11. Exclusion of Press and Public:** The Chairman to move the following resolution: That under the Public Bodies (Admission to Meetings) Act 1960 s.1 (2), the press and public be excluded from the meeting whilst negotiations relating to the renewal of a contract, internal security policies and staffing matters are discussed.

Excluded Agenda (Items 12-17)

- 12. Fairway Hall Development:** To consider:

- (i) Presentation from 3rd party in relation to proposals for developing Fairway Hall and GP surgery sites (information gathering exercise);

- Attached Committee Members Only

- (ii) Update on proposals from Michael Dyson Architects; and

- Attached Committee Members Only

- (iii) Correspondence with Clarke + Whalen Architects Ltd.

- Attached Committee Members Only

13. Policies and Procedures: To consider review and adoption of following Council Policies and Procedures:

- (i) Key Holders' Policy (internal)

- Attached Committee Members Only

14. Dental Practice Car Park Lease Renewal: To consider update report (together with further correspondence from Harley House Dental Practice).

- Attached Committee Members Only

15. Clerk's Report: To consider Clerk's report covering:

- (i) Outstanding cases/insurance claims; and
- (iii) Staffing not covered under remit of Staffing Committee – with a report on proposed Staffing needs to be submitted to the Committee meeting on 11 November 2021.

16. Christmas Office Closure: To agree Fairway Hall Closure from 25 December 2021 to 3 January 2022 (inclusive).

17. Close of Meeting: To close meeting. It is noted that the next meeting of the General Management Committee is scheduled for 11 November 2021.



H R O Jones
Town Clerk
30 September 2021

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Distribution List:

Name	Organisation	post	e-mail	courier
Cllr S Rubner – Brookmeadow	EBTC		X	X (Apologies)
Cllr Mrs S Parnell – Hillside (Deputy Mayor)	EBTC - Committee Chairman		X	X
Cllr C Butchins – Hillside	EBTC		X	X
Cllr Rebecca Challice - Shenley Road	EBTC		X	
Cllr Richard Butler - Cowley Hill	EBTC		X	X
Cllr A Collins - Cowley Hill	EBTC		X	
Cllr V Eni – Brookmeadow	EBTC		X	
Cllr P Kaza - Kenilworth South	EBTC		X	
Cllr S Lawrence - Kenilworth North	EBTC		X	
Cllr J Newmark - Kenilworth South	EBTC		X	X
Cllr Mrs P Strack – Hillside	EBTC		X	X (Substitution)
Cllr Mrs F Turner – Elstree (Town Mayor)	EBTC		X	
Cllr M Vince - Cowley Hill	EBTC		X	
Library	Agenda only	X		
Borehamwood & Elstree Times	Agenda only	X		