



# 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 11 November 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 1-7)

1. **Apologies:** To receive and approve apologies for absence. At the time of agenda despatch there were none.
  
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 7 October 2021.

- Attached

**5. Health and Safety Audit: To:**

- (i) receive update report on action to complete matters arising from the Health and Safety Audit completed by Capita on 6 September 2021 together with Driving Risk Assessment (for information only); and

**- Attached**

- (ii) receive Fire Risk Assessment 2021/22.

**- Attached**

**6. Financial Report: To consider and receive:**

- (i) consider Income and Expenditure Report to 4 November 2021;

**- Attached**

- (ii) Verbal update report from In-House Audit Sub-Committee (Cllr C Butchins and Cllr J Newmark) following the meeting on 11 November 2021; and

- (iii) Draft Budget 2022/23 following Autumn Committee input in preparation for Budget and Precept setting Full Council meeting on 19 January 2022 (noting notional 3% Precept increase).

**- Attached**

- 7. 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 draft proposals for premises development and staffing matters are discussed.

**Excluded Agenda (Items 12-17)**

**8. Fairway Hall Development: To consider:**

- (i) Update report from Group Leaders in relation to proposals for developing Fairway Hall and GP surgery sites as presented to the Committee on 7 October 2021; and

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

**- Attached Committee Members Only**

- (iii) Town Clerk's report on funding options for (ii) above.

**- Attached Committee Members Only**

**9. Staffing Report:** To consider

- (i) Clerk's report covering future staffing options for Town Council with initial draft proposals for 2022/23.

**- Attached Committee Members Only**

- (ii) Outstanding cases/insurance claims; and  
(ii) Staffing not covered under remit of Staffing Committee.

**10. Close of Meeting:** To close meeting. It is noted that the next meeting of the General Management Committee is scheduled for 3 February 2022.



H R O Jones  
Town Clerk  
4 November 2021

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**Distribution List:**

Name	Organisation	post	e-mail	courier
Cllr S Rubner – Brookmeadow	EBTC		X	X
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 By request
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		