

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Thursday 7 October 2021** at 7.00pm

Present: Cllr Mrs S Parnell (Chairman in the Chair)
Cllr Richard Butler
Cllr C Butchins
Cllr J Newmark
Cllr Mrs P Strack (Substitution)

Also Present: Cllr P Kaza

In Attendance: T Malton – Deputy Clerk and Finance Officer
D Salter – Entertainments Officer
H Jones – Town Clerk and Responsible Finance Officer

18. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received and approved from Cllr S Rubner (Business Trip) (Cllr Mrs P Strack substituted).

19. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

20. PUBLIC PARTICIPATION

There were none.

21. MINUTES

It was RESOLVED that:

the Minutes of the meeting of the General Management Committee held on 8 July 2021 be approved and authorised for signing by the Committee Chairman.

22. POLICIES AND PROCEDURES

The Committee noted the response from Hertsmere Borough Council of 29 July 2021 regarding Mayoral Protocol for circumstances when both the Town Mayor and Borough Mayor were scheduled to attend the same event.

It was RESOLVED that:

- (i) the Social Media policy be reviewed by the Committee at its meeting on 3 February 2022; and**
- (ii) the following Council Policies and Procedures be adopted as set out before the Committee:**
 - a. Data Protection Policy**
 - b. Health and Safety Policy Statement**
 - c. Gifts and Hospitality Policy**
 - d. Council Vehicle Policy**

23. HEALTH AND SAFETY AUDIT

It was RESOLVED that:

- (i) the Health and Safety Audit completed by Capita on 6 September 2021 be received with an update report being provided to the Committee at its meeting on 11 November 2021 with progress on meeting the action points arising from the document; and**
- (ii) the Fire Risk Assessment be submitted at the 11 November 2021 meeting (previously completed in December 2020).**

24. COMMUNITY GRANT APPLICATIONS

It was noted that the threshold for the Committee to determine community grant applications without reference to Full Council was for awards of up to £500.

It was RESOLVED that:

- (i) the following Community Grants be recommended to Full Council at its meeting on 24 November 2021:**

	Applicant	Purpose of Grant	Amount Sought	Amount Recommended to Full Council
COMMUNITY GRANTS				
(a)	The Chai Center	Chanukar Event (50% of £30,000 costs)	£15,000	£5,500 Split as follows: £2,500 from Community Grants (4161/404) and £3,000 from New Initiatives (3147/301) with the Entertainment Committee's approval
(b)	Elstree and Borehamwood Unity Network	Fourth Diversity Festival costs on 30/31 October 2021	£1,000	£1,000

(ii) the following Budgeted Grant be approved by the Committee:

BUDGETED GRANT			
(c)	BETTA	Running Costs	£1,500 Condition: On production of satisfactory Financial information

- (iii) **Boreham Wood Football Club be provided with £1,600 from Budget (1488/104 Marketing) towards costs of advertising hoarding at the Meadow Park Premises.**

25. FINANCIAL REPORT

The Entertainments Committee Chairman noted that underspend on the Committee’s Budget in 2021/22 would be reported to the November 2021 Entertainments Committee meeting together with an action plan and set of proposals to fit in with the Committee’s discussions about extending the Civic Festival in 2022 (e.g. two day Families Weekend).

It was RESOLVED that:

- (i) **the Income and Expenditure Report to 30 September 2021 be received;**
- (ii) **the Deputy Clerk’s Update Report on Online Banking (following meeting with MetroBank Account Manager on 29 September 2021) be received with recommendation to include additional authorising party (staff Member) to authorise payments;**
- (iii) **a replacement electric model van be leased for the 2022/23 municipal year using funds from EMR (A/C code 312) (with the petrol van being retained alongside the electric model for 12 months) and thereafter a budget be set for leasing an electric van each year (with investigation into an electric charging point at Fairway Hall);**
- (iv) **the Clerk’s Update Report on establishment of Independent Remuneration be noted; and**
- (v) **the update report on the 2022/23 Budget setting process by Committees be received in preparation for the Precept and Final Budget setting by Full Council on 19 January 2022 and headline items for General Management Committee expenditure be noted as follows:**

Item (Rationale)	Proposed Increase/Decrease	A/C Code and 2022/23 Budget
IT Consultants (IT Consultants to integrate and improve IT systems/web and finances)	+£5,000	New Code £5,000

Site Development Consultants (Consultants for advice on progressing specific project: Fairway Hall site development)	+£5,000	New Code £5,000
Van Replacement Fund (EMR drawn down to cover lease in 2022/23 – thereafter Budgeted cost)	-£2,000	2947/209 £nil
Electric Van Costs (set up costs)	+£1,000	New Code £1,000
Van Petrol (Less petrol used due to electric van)	-£600	2944/209 £200

26. SCHEDULE OF MEETINGS

It was RESOLVED that:

the 2022 Schedule of meetings be recommended for approval by Full Council on 24 November 2021 (with an adjustment to the October 2022 Entertainments meeting to take place on Thursday 6 October 2022).

27. FAIRWAY HALL FLOOR

The Committee considered 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.

It was RESOLVED that:

- (i) the Hall Supervisor be authorised to commission an independent risk assessment of Fairway Hall floor in light of the above reports; and**
- (ii) Ironwood Flooring be instructed to carry out the remedial works advised in the report produced by that company following the installation of a new Hall floor in 2020.**

28. EXCLUSION OF PRESS AND PUBLIC

It was RESOLVED that:

under the Public Bodies (Admission to Meetings) Act 1960 S1 (2) the press and public be excluded from the meeting whilst internal safety policies, pre-agreement proposals for site development, preliminary negotiations for entering into a contract, legal cases and staffing matters were discussed.

29. FAIRWAY HALL DEVELOPMENT

It was RESOLVED that:

- (i) the presentation from 3rd party in relation to proposals for developing Fairway Hall and GP surgery sites (information gathering exercise) be received and a future meeting be co-ordinated, as appropriate;**
- (ii) the update on proposals from Michael Dyson Architects be received and Committee Members be invited to a Zoom meeting with the architects to consider further designs; and**
- (iii) the Correspondence with Clarke + Whalen Architects Ltd be noted and the Town Clerk be instructed to take appropriate action.**

30. POLICIES AND PROCEDURES

It was RESOLVED that:

the following Internal Council Policies and Procedures be adopted as set out before the Committee:

- (i) Key Holders' Policy (internal)**

31. DENTAL PRACTICE CAR PARK LEASE RENEWAL

It was RESOLVED that:

the Council proceed with the reclamation of outstanding rents and the offer before the Committee by a 3rd party to lease the four carparking spaces in the Dental Practice car park owned by the Town Council be politely declined.

32. CLERK'S REPORT

It was RESOLVED that:

- (i) the report on outstanding cases/insurance claims be noted; and**
- (ii) the report on staffing matters be received, noting that the Clerk would provide a report for consideration of future staffing needs of the Council at the next meeting on 11 November 2021 (at the Chairman's discretion to be taken as the first substantive item on the agenda).**

33. CHRISTMAS OFFICE CLOSURE

It was RESOLVED that:

Christmas Closure of Fairway Hall be agreed for 29, 30 and 31 December 2021 (i.e. last day of office opening 24 December 2021 and first day of opening in New Year: 4 January 2022).

34. CLOSE OF MEETING

It was noted that the next meeting of the General Management Committee was scheduled for 11 November 2021 at 7.00pm.

The Meeting closed at 9.45pm.

Date:..... CHAIRMAN.....