

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

**GENERAL MANAGEMENT COMMITTEE**

**MINUTES** of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Thursday 11 November 2021** at 7.00pm

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

Also Present: Cllr Mrs P Strack

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

**35. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

There were none.

**36. DECLARATIONS OF COUNCILLORS' INTERESTS**

There were none.

**37. PUBLIC PARTICIPATION**

There were none.

**38. MINUTES**

It was **RESOLVED** that:

**the Minutes of the meeting of the General Management Committee held on 7 October 2021 be approved and authorised for signing by the Committee Chairman.**

**39. HEALTH AND SAFETY AUDIT**

It was **RESOLVED** that:

- (i) the update report on action to complete matters arising from the Health and Safety Audit completed by Capita on 6 September 2021 be received;
- (ii) the Driving Risk Assessment before Members be received and adopted; and
- (iii) the Fire Risk Assessment 2021/22 be received and adopted.

**40. FINANCIAL REPORT**

It was **RESOLVED** that:

- (i) the Income and Expenditure Report to 4 November 2021 be received;
- (ii) the update report from the In-House Audit Sub-Committee (Cllr C Butchins and Cllr J Newmark) following the meeting on 11 November 2021 be received with no substantive matters arising, other than for the Deputy Clerk to investigate:
  - Three Authorised Personnel to approve payments (Staff Members) with MetroBank
  - Investment opportunities with Hertsmere Borough Council; and
- (iii) the Draft Budget 2022/23 be amended in line with the recommendations of the In House Audit Sub-Committee and presented to Full Council on 19 January 2022 (with GMC Members viewing the impact of the changes prior to this time and reserving the option of a pre-Council Budget meeting);
- (iv) in light of (iii) above, the 2022/23 Precept be recommended to Council as follows:

<b>2021/22</b>		<b>2022/23</b>
<b>13,397.6</b>	<b>Tax Base</b>	<b>13,678.0</b>
<b>£36.99</b>	<b>Band D Annual</b>	<b>£39.99</b>
<b>£495,577.22</b>	<b>Precept Total</b>	<b>£546,983.22</b>

#### **41. 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 draft proposals for premises development and staffing matters were discussed.**

#### **42. FAIRWAY HALL DEVELOPMENT**

**It was RESOLVED that:**

- (i) an application be submitted by the Town Council to Hertsmere Borough Council to seek to register Fairbrook Medical Centre, Borehamwood as an Asset of Community Value (ACV);**
- (ii) Hertsmere Borough Council be asked for an update report to explain the timescale in processing the ACV applications made by the Town Council in respect of Aldenham Reservoir (June 2021) and St Michael's Church, Borehamwood (July 2021).**
- (iii) the update by Group Leaders on the presentation from a 3<sup>rd</sup> 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 a matter of urgency with Hertsmere Borough Council Head of Planning and relevant stakeholders ;**
- (iv) the update on proposals from Michael Dyson Architects be received and the Town Clerk be advised to revert to the architects to consider the updated designs; and**
- (v) the Town Clerk's report on funding options for (iv) above be received.**

#### **43. STAFFING REPORT**

**It was RESOLVED that:**

- (i) the Clerk's report covering future staffing options for Town Council with initial draft proposals for 2022/23 be received and adopted as part of the 2022/23 Budget recommendation to Full Council on 19 January 2022, noting additional personnel recommended:**

<b>NEW POST</b>	<b>Projects Officer (FT)</b>	<b>CIL Funded</b>
<b>NEW POST</b>	<b>Committee Officer (FT)</b>	<b>Budgeted</b>

<b>NEW POST</b>	<b>Council Site Warden (FT)</b>	<b>Budgeted</b>
<b>NEW POST</b>	<b>Apprentice Grounds Team</b>	<b>Government Grant</b>

- (ii) **the report on outstanding cases/insurance claims be received; and**
- (ii) **the report on Staffing not covered under remit of Staffing Committee be received.**

**44. CLOSE OF MEETING**

It was noted that the next meeting of the General Management Committee was scheduled for 3 February 2022 at 7.00pm. Members reserved the option to call a Budget Meeting prior to the Full Council meeting scheduled for 19 January 2022 (Precept and Budget Setting).

The Meeting closed at 9.45pm.

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