

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

**GENERAL MANAGEMENT COMMITTEE**

**MINUTES** of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Thursday 3 February 2022** at 7.00pm

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

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

**45. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies for absence were received from Cllr S Rubner (Covid Reasons) (Cllr Mrs P Strack substituted).

**46. DECLARATIONS OF COUNCILLORS' INTERESTS**

The following declarations of Councillors' interests were made:

<b>Committee Member</b>	<b>Minute Number</b>	<b>Nature of Interest</b>
Cllr R Butler	49. (ii) Community Grant Applications	Other

**47. PUBLIC PARTICIPATION**

There were none present.

#### 48. MINUTES

It was **RESOLVED** that:

**the Minutes of the meeting of the General Management Committee held on 11 November 2021 be approved and authorised for signing by the Committee Chairman.**

#### 49. COMMUNITY GRANT APPLICATIONS

It was noted that the remaining available Community Grant Budget (4161/401) for 2021/22 was £6,500. It was further noted that the threshold for the Committee to determine Community Grant applications without reference to Full Council was for awards up to £500.

It was **RESOLVED** that:

**The following Community Grants be approved or recommended to Full Council at its meeting on 23 March 2022:**

	<b>Applicant</b>	<b>Amount Sought</b>	<b>Purpose of Grant and Notes</b>	<b>Amount Approved / Recommended to Full Council</b>
<b>(i)</b>	<b>Herts Inclusive Theatre</b>	<b>£500</b>	<b>Disabled user workshops</b>	<b>£500 Approved</b>
<b>(ii)</b>	<b>Woodlands Primary School</b>	<b>£1,000</b>	<b>Defibrillator</b>	<b>£1,000 Recommended</b>
<b>(iii)</b>	<b>Borehamwood Brass</b>	<b>£880</b>	<b>Venue Hire</b>	<b>£880 Recommended</b>  <b>With condition that Fairway Hall be sought as a venue for hire by the Band</b>

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**50. FINANCIAL REPORT**

It was **RESOLVED** that:

- (i) **the Income and Expenditure Report to 19 January 2022 be received;**
- (ii) **The findings of the Independent Remuneration Panel be noted and approved (with effect from the new Municipal Year 11 May 2022 with difference between Budgeted items and increases to be funded from General Contingency Budget 1900/109):**

<b>Position</b>	<b>2021/22 Allowance</b>	<b>2022/23 Allowance</b>
<b>Mayor</b>	<b>£950</b>	<b>£1,300</b>
<b>Deputy Mayor</b>	<b>£300</b>	<b>£650</b>
<b>Basic Member Allowance</b>	<b>£300</b>	<b>£400</b>

**In addition, exceptional costs of Members could be reimbursed by application for determination by the General Management Committee for example:**

- **costs for travel to Twin Towns on Council Business**
- **costs for travel to conferences/training sessions held outside of the County relating to Council Business**
- **items of IT equipment for Council use where the Member does not already own such an item (e.g. computer) – although it was anticipated that most Members would own such items;**

- (iii) **the Independent Remuneration Panel be thanked for its work and asked to meet in the 2022/23 Year to agree 2023/24 Members’ Allowances or to index link the allowances for a review period of four years;**
- (iv) **the Town Clerk be authorised to install two electric vehicle charging points at Fairway Hall (as recommended by the Sustainable Transport Sub-Committee meeting of 11 January 2022) with ORCS funding to be obtained**

where possible and following a Best Value process (remaining costs after grant to be funded from Capital Projects EMR A/C 313); and

- (v) a works/depot bicycle be purchased for use by Town Council staff be purchased (up to a value of £400) at the discretion of the Town Clerk.

## **51. POLICIES AND PROCEDURES**

It was noted that the Deputy Clerk was liaising with Hertsmere Borough Council to seek information on the Town Council utilising the investment vehicles of that Authority.

**It was RESOLVED that:**

- (i) the Investment Policy be approved and adopted (1 year); and
- (ii) the Social Media Policy be deferred to the meeting on 26 May 2022 (in order to allow time for a revised version to be prepared taking into account changes to the use of Social Media platforms and any updates to the Town Council's IT infrastructure).

## **52. OUTSIDE BODIES**

**It was RESOLVED that:**

**the following changes be made to the manner of considering Outside Bodies reports at Full Council meetings:**

- (i) Members be asked to submit written reports to be included together with the Council agenda (if available) to be received by the Town Clerk no later than two weeks prior to the date of the Council meeting thus negating the need for spoken reports (unless there were any urgent and timely updates, to be permitted at the discretion of the Mayor);
- (ii) the Town Mayor (working with the Town Clerk) arrange for one or two representatives, if available, from Outside Bodies or other local groups/organisations to address Full Council at each meeting; and
- (ii) the Fairway Hall report be removed from the Full Council agenda and reported, as required, to the General Management Committee at its meetings.

### **53. INTERNATIONAL AFFAIRS SUB-COMMITTEE**

**It was RESOLVED that:**

- (i) the Terms of Reference of the International Affairs Sub-Committee be modified to reflect that meetings were to be called “as required, by the Chair” rather than a specific number each year; and**
- (ii) Cllr J Newmark and Cllr Mrs S Parnell form a task group to consider initial proposals for Elstree and Borehamwood twinning with a town in Israel to be presented to a future meeting of the General Management Committee.**

### **54. ALDENHAM RESERVOIR**

Recorded Vote:

Cllr Mrs S Parnell	Against
Cllr C Butchins	Against
Cllr R Butler	For
Cllr Mrs P Strack	Against
Cllr J Newmark	For

Voting 2 in favour and 3 against, the following motion proposed by Cllr R Butler and seconded by Cllr J Newmark FELL:

*“The Town Council facilitate a public meeting with key stakeholders (including the 30 largest local businesses) to discuss options for safeguarding the future of Aldenham Reservoir (together with any implications of a compulsory purchase order of the site) to take place as soon as possible.”*

### **55. 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.**

## **56. FAIRWAY HALL DEVELOPMENT**

**It was RESOLVED that:**

- (i) it be noted that the update on proposals for the Town Council’s involvement with projects to enable additional local GP provision be withdrawn from the agenda for Covid reasons (to be considered at a future meeting, if appropriate);**
- (ii) 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 without need to refer to the Committee and to ask the architects to submit a pre-application with Hertsmere Borough Council; and**
- (iii) the Town Clerk be asked to update the Committee at its meeting on 28 April 2022 with developments relating to (ii) above.**

## **57. SITE SECURITY**

Members received an update report on site security at Fairway Hall made by the Town Clerk in conjunction with Hertfordshire Constabulary following the attempted burglary and criminal damage which occurred on 23 December 2021.

## **58. STAFFING REPORT**

**It was RESOLVED that:**

- (i) the Staff Salaries 2022/23 (commencing 1 April 2022) be approved as set out in the report before Members;**
- (ii) the report on outstanding cases/insurance claims be noted; and**
- (iii) the following action be taken to appoint the new posts at the Council:**

<b>Post</b>	<b>Funding</b>	<b>Action</b>
<b>Projects Officer (FT)</b>	<b>CIL Funded</b>	<b>Refer to Full Council to approve CIL expenditure then (if agreed)</b>

		<b>advertise Spring 2022</b>
<b>Committee Officer (FT)</b>	<b>Budgeted 2022/23</b>	<b>Advertise Spring 2022</b>
<b>Council Site Warden (FT)</b>	<b>Budgeted 2022/23</b>	<b>Advertise Summer 2022</b>
<b>Apprentice Grounds Team</b>	<b>Government Grant</b>	<b>Advertise Summer / Autumn 2022</b>

**59. CLOSE OF MEETING**

It was noted that the next meeting of the General Management Committee was scheduled for 28 April 2022 at 7.00pm.

The Meeting closed at 9.00pm.

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