

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Thursday 28 April 2022** at 7.00pm

Present: Cllr Mrs S Parnell (in the Chair)
Cllr R Butler
Cllr S Rubner
Cllr Mrs F Turner (Substitution)

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

60. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received from Cllr C Butchins (Covid Reasons) (Cllr Mrs F Turner substituted) and Cllr J Newmark (HBC meeting).

61. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

62. PUBLIC PARTICIPATION

There were none present.

63. MINUTES

It was **RESOLVED** that:

the Minutes of the meeting of the General Management Committee held on 3 February 2022 be approved and authorised for signing by the Committee Chairman.

64. FINANCIAL REPORT

Members asked for thanks to be recorded in the Committee Minutes to acknowledge the work of the Deputy Clerk in obtaining a complementary set of Audit reports for the Town Council.

It was noted that s.137 expenditure in the year had been utilised for the Remembrance Sunday event (wreaths and sound system) and defibrillator grant for Woodlands Primary School.

It was RESOLVED that:

- (i) the Income and Expenditure Report to 13 April 2022 be received;**
- (ii) the report of s.137 expenditure to Year End (31 March 2022) be approved and received;**
- (iii) the In House Audit Report (29 March 2022) be approved and received; and**
- (iv) the Internal Audit Report 2021-22 (Interim) be approved and received.**

65. INSURANCE POLICY AND ASSET REGISTER

It was RESOLVED that:

- (i) the renewal of insurance to take place on 1 June 2023 (one further term) be noted; and**
- (ii) the Asset Register 2021/22 (to comply with External Audit submission of Annual Return) be approved and received.**

66. COMMUNITY GRANT APPLICATIONS

It was noted that Community Grants of £500 or less could be determined by the General Management Committee without reference to Full Council.

The remaining available Community Grant Budget (4161/401) for 2021/22 was noted as £3,520 (less £760 for Foodbank Microwaves = £2,760 to be accrued if not collected prior to Year End).

It was RESOLVED that:

the following Community Grants be approved:

	Applicant	Amount Sought	Purpose of Grant and Notes	Amount Approved
(i)	Borehamwood Women's Institute	£500	Craft Activities	£250 Approved with the WI asked to approach Borough Ward Councillors for additional funding

67. FILMING MEETINGS

It was noted that the six-month trial period of filming Council and GMC meetings had finished. It was further noted that the intention was for the Council to have purpose-built facilities to record all non-confidential meetings in the future (with access for remote attendance, where applicable).

These aims would be factored into the building design for the refurbishment and expansion of Fairway Hall and Council Offices.

The Committee agreed that it was important to enhance public participation and transparency of Council decision making bodies.

It was RESOLVED that:

- (i) Full Council meetings be filmed and streamed on the Council's YouTube channel;**
- (ii) General Management Committee meetings be audio recorded and files kept for Council use and/or public inspection, if required; and**

(iii) the issue of recording meetings be reviewed by the Committee in January/February 2023.

68. POLICIES AND PROCEDURES

It was RESOLVED that:

the Fire Safety Policy & Procedures for Period 2022/23 be approved and received.

69. INFORMATION COMMISSIONER'S OFFICE (ico)

It was RESOLVED that:

it be noted that the Town Council had adopted Tier 1 certification (Reference No: Z8485983) to 17 March 2023 – stating Data Controller status - Information Commissioner's Office (ico).

70. FAIRWAY HALL FEESCALE

It was noted that the Fairway Hall Fee increase was set at 3% (effective from 12 May 2022 with prior bookings honouring the former rate).

It was RESOLVED that:

the Fairway Hall Feescale for 2022/23 (Hourly Rate) be approved as follows:

MONDAY TO THURSDAY

9.00am to 6.00pm - £25.75

6.00pm to 11.00pm - £30.90

11.00pm onwards - £41.20

FRIDAYS, SATURDAYS AND SUNDAYS

9.00am to 6.00pm - £36.05

6.00pm to 11.00pm - £46.35

11.00pm onwards - £66.95

[25% for Regular Hirers – 6 consecutive hall bookings or more]

71. 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.

72. FAIRWAY HALL DEVELOPMENT

It was RESOLVED that:

the following reports be received:

- (i) Proposals for developing Fairway Hall and GP surgery site/increase GP provision in Elstree and Borehamwood; and**
- (ii) Update on proposals from Michael Dyson Architects.**

73. STAFFING REPORT

It was RESOLVED that:

the following reports be received:

- (i) Staffing Update on Recruitment/Retention (with the Town Clerk being authorised to employ recruitment consultants, if required, to assist with the appointment of three posts at the Town Council);**
- (ii) Outstanding cases/insurance claims; and**
- (iii) Staffing not covered under remit of Staffing Committee.**

74. CLOSE OF MEETING

It was noted that the next meeting of the General Management Committee was scheduled for 26 May 2022 at 7.00pm.

The Meeting closed at 8.36pm.

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