

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Thursday 26 May 2022** at 7.00pm

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

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

01. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were none.

02. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

03. PUBLIC PARTICIPATION

There were none present.

04. MINUTES

It was **RESOLVED** that:

the Minutes of the meeting of the General Management Committee held on 28 April 2022 be approved and authorised for signing by the Committee Chairman.

05. FINANCIAL REPORT

It was **RESOLVED** that:

- (i) the Income and Expenditure Report to 18 May 2022 be received;**

- (ii) **the Appointment of “In House Auditors” for 2022/23 (2 positions) be agreed as Cllr C Butchins and Cllr J Newmark;**
- (iii) **the update report on integrated cloud-based Finance package with greater user access for Council services be noted; and**
- (iv) **the Entertainments Committee at its meeting on 7 June 2022 be asked to clarify action taken to incorporate the recommendation from the In-House Audit report to ensure Best Value reviews took place for the provision of its major service contracts, especially in relation to Coach Trips.**

06. 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 2022/23 was noted as £10,000.

It was RESOLVED that:

the Community Grant applications before the Committee be determined as follows:

	Applicant	Amount Sought	Purpose of Grant	Decision
(i)	Penniwells Riding for Disabled Centre	£500	Safety and Cleaning Equipment	Defer to next GMC Meeting with query to Centre as to why grant sought with seemingly high level of Reserves held.

07. SPECIAL GRANTS

It was **RESOLVED** that:

Monksmead School be reissued with a Covid IT Special Grant (£1,124.60) by way of Bank Transfer.

08. BUDGETED GRANTS

It was **RESOLVED** that:

the Budgeted Grant applications before the Committee be determined as follows:

	Applicant	Amount Sought	Purpose of Grant and Notes	Decision
(i)	BETTA	£1,500	Running Costs (Year End Accounts to be supplied)	Defer to next GMC Meeting pending accounts being supplied to the Council

09. MAYOR'S CHARITY

It was **RESOLVED** that:

the Mayoral Charities for 2022/23 be the Borehamwood Food Bank 50% and the British Heart Foundation 50%.

[Post Meeting Note: The Town Mayor has asked to modify her Charities to the Borehamwood Food Bank 50% and the local Dementia Club 50%].

10. INTERNATIONAL AFFAIRS

It was noted that up to two representatives of BETTA would be invited to each International Affairs Sub-Committee meeting.

It was further noted that Members were considering twinning Elstree and Borehamwood with the town of Shoham in the Central District of Israel.

11. POLICIES AND PROCEDURES

It was noted that an inspection took place at Fairway Hall and Council Offices by Hertfordshire Fire and Rescue Service on 18 May 2022. This was a routine inspection as part of the Regulatory Reform (Fire Safety) Order 2005 and included a full test of the Fire Alarm system and Emergency Lighting system. The Council satisfied all the criteria which were assessed by the Service. It was acknowledged that the Committee had received and adopted the Council's Fire Safety Policy and Procedures for the Period 2022/23 at its meeting on 28 April 2022.

It was RESOLVED that:

the Committee consider a draft policy concerning a Modern Slavery Policy/Statement to comply with the Modern Slavery Act 2015.

12. 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.

13. FAIRWAY HALL DEVELOPMENT

It was noted that a Pre-application meeting with architects and HBC Officers took place on 16 May 2022.

It was RESOLVED that:

the architects be asked to amend the ground floor plan to extend the kitchen and remove the partition wall between the Hall Supervisors' Office and Workshop.

14. STAFF AND MEMBER TRAINING

It was RESOLVED that:

the Deputy Clerk be asked to investigate Member training opportunities for:

- Chaining meetings (for all Committee, Sub-Committee and Forum Chairs);**
- and**

- **Town Twinning.**

15. 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 experienced agency workers, if required, to assist the Town Council);**
- (ii) Outstanding cases/insurance claims; and**
- (iii) Staffing not covered under remit of Staffing Committee.**

16. CLOSE OF MEETING

It was noted that the next meeting of the General Management Committee was scheduled for 14 July 2022 at 7.00pm.

The Meeting closed at 8.15pm.

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