ELSTREE AND BOREHAMWOOD TOWN COUNCIL GENERAL MANAGEMENT COMMITTEE

MINUTES of the Meeting held on **Thursday 19th November 2009** at Fairway Hall, Brook Close, Borehamwood, starting at 19:30 hours.

PRESENT: Councillors: H David (Chairman)

E Butler, G Franklin, P Hedges [from item 5], C Kelly,

A Mitchell

in attendance: J Charin, Town Clerk

1 APOLOGIES FOR NON-ATTENDANCE & SUBSTITUTIONS

Apologies were received and accepted from Cllr. J Heywood and Cllr. P Swallow. Cllr. H David substituted for Cllr. J Heywood and Cllr. C Kelly substituted for Cllr. P Swallow.

2 MINUTES OF THE PREVIOUS MEETING

The Minutes of the Meeting held on 22 September 2009 were approved and signed as a true record.

3 DECLARATIONS OF INTEREST

There were no declarations of interests.

4 COMMITTEE TERMS OF REFERENCE

Cllr. H David explained that the purpose of reviewing the term of reference for the committees was to ensure that there were no contradictions or duplications in the work of committees. After discussion, it was agreed that no amendments were required to the General Management Committee terms of reference as already adopted.

5 DRAFT EMPLOYEE HANDBOOK

Cllr. H David explained that she intends the employment contracts of all staff to be revised, tailored to each individual as appropriate and in all cases to incorporate the employee handbook drafted by Peninsula. Some amendments to the draft handbook suggested by the Chair and the Clerk were agreed. The revised version of the handbook is to be referred back to the next meeting of the GMC for adoption. There is no section in the handbook to cover redundancy, because the law prevails. The job descriptions of all employees are to be reviewed by the end of November 2009 and will also be referred to the GMC, once Cllr. H. David has interviewed all staff.

6 REPORT OF THE CLERK

The Clerk reminded members that the last Council meeting had given permission to the Finance Officer for read only access to online banking. To facilitate this, it was **resolved** that Joel Charin and Katja Ting be authorised to complete and sign the National Westminster Bank plc's Bankline Mandate for the provision of internet banking services and to accept the Bankline Terms on behalf of the organisation.

The Clerk had received recently various requests and instructions regarding cheque signatories. After discussion, it was **resolved** to limit the number of cheque signatories to the following three councillors for the time being: Cllr.s Peter Hedges, Pat Strack and F. Turner.

Cllr. H. David explained the need for some urgent renovation to the office and replacement of certain equipment. The Clerk reminded members that there is £18k in the current budget for office renovation and that he had obtained quotes for new furniture, office redecoration, new lighting and new carpet, very soon after joining the Council. The Clerk was instructed to review the requirements and specifications and obtain three quotes.

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7 FIRE AND INTRUDER ALARM

Cllr. H. David said that she believed an intruder alarm should be fitted to the offices and the Clerk was instructed to budget for this and obtain quotes.

Cllr. H. David explained that there are two emergency items, one of which is to be covered under part II.

EMERGENCY ITEM - APPOINTMENT OF EVENTS CO-ORDINATOR

The Clerk explained that Mr Arash Tadjrishi had been successful in the recent round of interviews for a new Events Co-ordinator. References and other procedures had been completed sooner than anticipated and all were keen for Arash to start work as soon as possible, preferably on 23rd November.

At the request of the Clerk it was **resolved** to appoint Arash Tadjrishi as Events Coordinator.

8 Exclusion of Press and Public

It was moved that the press and public be excluded from the remainder of the meeting, having regard to the confidential nature of the business to be transacted, publicity of which might be prejudicial to the public interest.

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9	CLOSURE Meeting closed at 20:50 hours.			
	Signed:			
	Date:			