

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on
Wednesday 16 November 2023 at 7.00pm

Present: Cllr R Butler (Chair)
Cllr D Ozarow (Vice Chair)
Cllr T Kumar (Sub for Cllr P Nirmalakumaran)
Cllr S Parnell

In Attendance: T Malton (Town Clerk)
D Salter (Entertainments Officer)
J Simon (Admin Assistant)
D Hunter – Chairman BWFC
M Morris - BWFC

Members of Public: None

54. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received by Cllr P Kaza (away).

55. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

56. MINUTES

It was RESOLVED that:

the Minutes of the meeting of the General Management Committee held on 12 October 2023 be approved and authorised for signing by the Committee Chair.

57. PUBLIC PARTICIPATION

There were no members of public present although Cllr D Ozarow added that he and L Stack had audited the Defibrillators as follows:

- Morrisons now operational.
- Railway Station missing completely, have agreed to replace it.
- Town Council batteries and pads replaced.

58. BOREHAM WOOD FOOTBALL CLUB

D Hunter, Chairman of Boreham Wood Football Club, gave a video presentation on the history of the club since its purchase in 1999 including the many improvements made over the years. It was noted that he employs local people, and it brings income to the Town. The club is inclusive and very supportive of residents in a deprived area with over 70s and under 5s having free entry to matches. He pointed out that in the past he encountered difficulties with Hertsmere Planning whom he felt did not appreciate the unique needs of the town and employed consultants who devised a development scheme based on one in Huddersfield which was inappropriate for local needs. Following a stagnant wasted couple of years D Hunter devised a simple plan himself using his skills achieved as a Prop Master for the Studios. The plans are now being championed by Cllr H Cohen assisted by Hilary Shade (HBC Head of Partnerships and Community Engagements). D Hunter stressed that he would like HBC Parks to address the issue of the derelict changing rooms and entrance to Meadow Park which gave a poor impression to visitors to the club. He asked that HBC progress with boreholes and sampling towards the South End with improvements being completed. D Hunter requested that the consultant chosen to work on improvements to the park/car park area should be affordable and know the area.

He expressed his gratitude for the contribution made by EBTC to the North Stand project and needs support to go forward with the South End stating that if the Club achieves EFL status the funding doubles. He pointed out that he was not asking for funding, just support for his plans.

Following a look at the plans for the club Cllr R Butler commented that the disabled parking bays in the car park were too far away from the entrance. Cllr S Parnell asked if there were any available funding from HBC parking services but Cllr R Butler remarked that parking for the Civic Offices Car Park and had been earmarked but there was CIL funding available. D Hunter felt it was important that visitors pay for parking but, again felt the appearance of the town to visitors should be improved.

Cllr D Ozarow would like to see the Youth Council's involvement in promoting attendance at matches.

It was noted that sponsorship for improvements to the club would be £17,500 per annum for three years, paid in two tranches.

It was AGREED that:

- (i) recommendation be made to full Council on 17 January 2024 for sponsorship contribution towards the North Stand; and**
- (ii) if approved, expenditure of £17,500 per annum be taken from CIL balance.**

59. FINANCE REPORT

Income and Expenditure Report

It was RESOLVED that:

the Income and Expenditure Report to 10 November 2023 be received.

Town Clerk – T Malton gave a brief resume of items that had gone over budget as follows:

- Locum Clerk costs.
- Insurance increase.
- New HR Consultants.
- Coronation Expenses.
- School swimming costs including coach transfers.
- Events.
- Remembrance Day.

It was AGREED That:

- investigation be made into the school swimming contribution costs and where the agreement originated from; and**
- a breakdown on expenditure would be made by cutting the 15% contribution towards swimming lessons.**

It was noted that the In House Audit Committee had not met so far this financial year. To be booked before the end of the calendar year.

Budget Headline Items

Market Consultant – c£50,000

Neighbourhood Enforcement Officer - £35,000

Neighbourhood Plan Referendum - ?

Notional Precept

NOTIONAL PRECEPT INCREASES FOR 2024/25

	Base Rate	Band D	% Increase	Precept
2024/25	13839.2	£52.80	10%	£730,710

Figures based on 2023/24 base rate, subject to change upon receipt of 2024/25 base rate.

It was RESOLVED that:

- (i) the Draft Budget 2024/25 and Precept be considered by Full Council on 17 January 2024 based the Precept Figure of £52.80 band D increased by £5.00 per household per annum.**

60. POLICIES

It was RESOLVED that the following policies be adopted.

- (i) Health and Safety Policy Statement;**
- (ii) Equalities Policy;**
- (iii) Lone Worker Policy; and**
- (iv) Fire Policy Procedure.**

61. BOREHAMWOOD MARKET

It was noted that Cllr R Butler, Cllr D Ozarow and Clerk T Malton had a met with Adam Ward at Hertsmere Borough Council on 20 November in connection with the Market. Clerk T Malton reported that she had visited Bishops Stortford Town Council for discussions with the Lead Market staff. She was given a financial overview of income and expenditure involved. She reported that they employed four members of staff to facilitate the Market. The Market ran two days a week with approximately 15 stalls each market day. Discussions were had regarding possible venues for the market to take place with health and safety implications involved as well as co-ordinated gazebos. Cllr R Butler felt that engaging a consultant to look at options would be best in the first instance. Adam Wade said they may already be in possession of a consultant's report.

It was AGREED That:

- (i) A Market Consultant be considered; and**
- (ii) an Enforcement Officer to facilitate the Market.**

62. FAIRWAY HALL DEVELOPMENT

It was noted that the Fairway Hall development had been delayed due to lack of communication. HBC were waiting on approval to commence with the Flood Report.

It was AGREED that:

- (i) Lead Site Warden S Hall be instructed to contact HBC informing them that we wish to proceed with the Flood Report.**

63. TOWN TWINNING

TWIN TOWN BENCH

Twin Town Bench had been ordered. Awaiting delivery date.

TWIN TOWN STREET SIGNAGE

Signage on order, to be fixed to notice boards by site wardens as soon as delivery is received.

64. ELSTREE AERODROME CONSULTATIVE COMMITTEE

Cllr D Ozarow reported that:

- **Circling flight times had changed.**
- **There is a greater number of flights, particularly helicopters.**
- **The Civil Aviation Authority cannot impose restrictions on noise or frequency.**
- **There is no protection for residents.**

It was noted that the Aerodrome Management try to encourage use of the 9am to sundown flying time but have no power to enforce this.

65. 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 legal cases / staffing matters were discussed.

66. IT SERVICES

Members received a tabled report forwarded by Locum Clerk T Pendreth from Cloudy IT. It was noted that members had previously received a report from Cloudy IT and that the information was unclear. The report was amended and produced again for a decision. Members again felt it appeared misleading.

It was RESOLVED that:

- (i) **Cloudy IT would not be supporting EBTC at this time;**
- (ii) **Absolute Technologies be employed as EBTC IT consultants with a 12 month fixed term contract;**
- (iii) **a risk management be in place to protect EBTC if Absolute Technologies could not continue to provide IT support; and**
- (iv) **Cllr D Ozarow be involved in communicating with Absolute Technologies in regard to other services that may benefit EBTC.**

67. STAFFING

It was noted in the finance report that budget 1304/103 Locum Clerk Costs (LGRC) had exceeded £29,000. Town Clerk T Malton reported that she was in possession of an additional invoice to the sum of £4,000 bringing the total to date to c£33,000. It was felt by members that although the contract was extended monthly it should be terminated as the expense was not justified. Cllr Mrs S Parnell requested a breakdown of work carried out by Locum Clerks to justify the amount being paid to LGRC to date.

It was RESOLVED that:

- (i) **LGRC be informed that EBTC were no longer in need of their support; and**
- (ii) **a breakdown be tabled of attendance at meetings to include agendas, minutes and reports produced.**

68. CLOSE OF MEETING

The meeting closed at 8.52pm

It was noted that the next meeting of the General Management Committee was scheduled for 1 February 2024 at 7.00pm.

Date: CHAIRMAN.....