

## ELSTREE AND BOREHAMWOOD TOWN COUNCIL

### GENERAL MANAGEMENT COMMITTEE

**MINUTES** of a meeting held in Fairway Hall, Brook Close, Borehamwood on  
**Wednesday 12 October 2023** at 7.00pm

Present: Cllr R Butler (Chair)  
Cllr D Ozarow (Vice Chair)  
Cllr P Kaza  
Cllr P Nirmalakumaran

In Attendance: T Malton (Town Clerk)  
J Simon (Admin Assistant)

Members of Public: 1 Member of Public

#### **34. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies were received by Cllr Mrs S Parnell (away).

#### **35. DECLARATIONS OF COUNCILLORS' INTERESTS**

Cllr D Ozarow (agenda item 13 (ii) Mencap Community Grant)

#### **36. PUBLIC PARTICIPATION**

Member of public L Strack reported that the defibrillator at Morrisons had been defective since January 2023. Cllr D Ozarow confirmed that he had visited Morrisons to check the defibrillator and that the pads were out of date too. It was noted that L Strack had been into Morrisons on several occasions to report his findings and received no positive response. Cllr D Ozarow also reported that he had been into Morrisons, and the battery had been replaced but the pads had not been replaced for some time. Staff had remarked that the pads were checked on a weekly basis, but this was certainly not the case.

Cllr D Ozarow also reported that L Strack had been involved in the installation of the defibrillators in 2016 with the Town Council and EBRA. There are no longer any defibrillators along Shenley Road. It was reported that a member of public had collapsed at Elstree and Borehamwood Train Station and when a passing nurse stepped in and asked for their defibrillator staff responded that they didn't have one. Cllr R Butler remarked that this was untrue as he was at the Station when it was presented by then Cllr Mrs P Strack on 11 November 2015 at 2.00pm.

**It was AGREED that:**

- (i) Cllr D Ozarow and L Stack would do an audit of all EBTC installed defibrillators in Elstree and Borehamwood and report back to the Transport and Community Safety Forum.**

### **37. MINUTES**

**It was RESOLVED that:**

**the Minutes of the meeting of the General Management Committee held on 26 July 2023 be approved and authorised for signing by the Committee Chair.**

### **38. FINANCIAL REPORT**

**It was RESOLVED that:**

**the Income and Expenditure Report to 30 September 2023 be received.**

Clerk T Malton gave a verbal update report on ethical investment bank Unity. It was reported that for the investment of £100,000 to be deposited with Unity Bank that in the first instance a current account would need to be opened. As Unity was recommended by Full Council the Clerk T Malton was instructed to proceed with opening a current account if a cost was involved it would be minimal compared to the interest received upon maturity.

It was noted that METRO Bank EBTCs current bank had been a cause for concern in the press with reports of financial difficulties. Cllr P Kaza reported that no money would be lost if the bank failed as funds would be moved to another bank. It was noted that the Council must have liquid assets. As such, not all funds can be invested. The Clerk T Malton reported that money from the Precept, CIL etc is kept in the reserves and transferred as required into the current account to pay outgoing costs. The Clerk T Malton further reported that the Council transferred from Nat West Bank due to customer dissatisfaction. However, METRO Bank was not deemed ethical by some members and requested that the In-House auditors investigate alternatives.

Cllr D Ozarow asked about the financial situation. Clerk T Malton said that at the time of the meeting it was satisfactory but may not remain as such due to increase in costs that had not been reflected in the budget such as:

- Locum Clerk costs.
- HR/Health and Safety costs.
- Alternative IT support.
- School swimming travel costs.
- Electric Van.
- Increase Refuse collections.
- Events.

- Remembrance Day.
- Any other unforeseen expenditure.

It was noted that expenditure code (3147/301) New Initiatives could cover some of the expenses incurred for Remembrance Day.

Cllr R Butler commented that hard decisions would need to be made in precept demand for 2024/25 and next year's budget. This will have no reflection on the final overspend for 2023/24.

It was agreed that all members of staff be expected to monitor their budget headings and try to remain within budget as much as possible.

### **39. INTERNATIONAL AFFAIRS Sub-Committee**

Cllr D Ozarow reported that there had been no meeting since the last GMC. Concern was expressed over the recent events and the impact on the people of Shoham, and all those affected. It was felt that collections could be made of items to send to our friends in Shoham when their need is identified. Parkside and Kenilworth Schools are forging links with schools overseas. It was noted that Cllr L Smith had not been invited to BETTA meetings. BETTA are to be reminded of their obligation to notify Cllr L Smith and invite her to attend. Cllr D Ozarow is to identify what aid needed by Shoham and arrange to let the interfaith community know.

### **40. TOWN TWINNING**

#### **TWIN TOWN BENCH**

Clerk T Malton reported that the design of the Twin Town bench had been received by supplier. The cost of the bench £2,250 will be taken from the CIL fund. Cllr R Butler would like to identify a Twin Town area for the bench and plant three trees for the Twin Towns. Cllr P Kaza reported that some bus stops did not have benches. Cllr P Kaza to make a list of requirements.

#### **TWIN TOWN STREET SIGNAGE**

Two options were presented to members regarding including reference to Twin Town Shoham.

1. Temporary strip to include three Twin Town names matching the existing colour at £490 for ten strips.
2. Replacement signs at £255 each.

**It was AGREED that:**

- (i) **Option 1 be purchased identifying Shoham; and**
- (ii) **Option 2 be deferred to later date.**

It was highlighted by Cllr R Butler Elstree and Borehamwood Town Council are able to use CIL for revenue and capital expenditure on the 15% top slice and would receive 25% if the neighbourhood plan goes through.

#### **41. ELSTREE AERODROME CONSULTATIVE COMMITTEE**

It was noted that Cllr Ozarow had joined the committee and would be attending a meeting the following week.

#### **42. NEIGHBOURHOOD PLAN FUNDING**

Clerk T Malton reported that funding of £9,100 had been received from Groundworks UK and A. Eardley had been paid for her services to date. Cllr R Butler to contact A. Eardley for an update on progress. It was noted that Cllr P Nirmalakumaran would be attending a meeting of the Neighbourhood plan that week.

#### **43. EVENTS FORUM**

Following advice from HAPTC Hertfordshire Association of Parish and Town Councils Clerk T Malton advised that the Events Forum would be an informal meeting with no decision-making powers and no minutes would be produced. Comments and suggestions could be made and referred to the Entertainments Committee. Cllr R Butler commented that he wanted it to be a Forum and for interested parties to be invited and put forward ideas and suggestions.

#### **44. WORKNEST HR/HEALTH AND SAFETY CONSULTANTS**

Clerk T Malton reported that contact had been made with Worknest regarding terms of agreement contract. It was reported that they offered a 36 or 60 month contract and by adopting the 60 month contract would be cost effective to the Council. It was further reported that adopting the 60 month contract still gave the option to end the contract after 36 months and if we wish to continue for the additional 24 months it would be at no extra cost to the Council. Cllr D Ozarow requested that we contact Worknest to enquire about a 12-month contract, but it was noted that as it had been agreed at Full Council the decision needed to be decided at this meeting. A vote by way of showing of hands was held. 3 to 1 in favour.

**It was RESOLVED that**

- (i) Worknest be contracted as EBTC HR and Health and Safety Consultants for a term of 60 months with the option to opt out after 36 months.**

#### **45. FAIRWAY HALL DEVELOPMENT**

It was noted that no discussions had been had regarding the development of Fairway Hall. As such, Cllr R Butler said he would arrange a meeting with Cllr R Challice and Cllr P Nirmalakumaran.

#### **46. COMMUNITY GRANT APPLICATIONS**

**It was RESOLVED that:**

**the Community Grant Applications before Members be determined as follows:**

<b>Applicant</b>	<b>Purpose of Grant and Notes</b>	<b>Amount Sought</b>	<b>Decision</b>
(i) Elstree and Borehamwood Unity Network	Hire of Allum Hall for 1 day of diversity event	£1000	Approved.
(ii) Hertsmere MENCAP	Hire of Fairway Hall for MENCAP Meetings	£8500	Deferred until further information was supplied to Council.

*It was noted that applicant (i) had publicised on a billboard at the station, and it was felt that the board had promoted hate crime and insults at Council Members. It was decided to approve the grant and monitor the situation.*

#### **47. STAFFING REPORT**

**Members were asked to receive and adopt the following policies:**

- Complaints Procedure – Accepted.
- Publication Scheme – Accepted.
- Data Protection Policy – Accepted.
- Storage of Financial Documentation Policy – Accepted.
- Key Holders Policy – Accepted with an amended list of keyholders to include members.

- Header Paper Policy – Accepted. (It was reiterated that members as well as Mayor, Deputy Mayor and Past Mayor could only write on headed paper on behalf of the Town Council with approval from the Clerk. And via the office. Letters were to be thank you letters or references etc and not expressing an individual view or offer. This is because Town Councillors do not have the same powers as Members of Borough or County.
- Meeting Dates Policy – Accepted. With the addition of one extra Special Meeting to be allowed for GMC. Cllr Kaza asked for more frequent meetings of E&P to consider planning applications, but it was pointed out that EBTC is a consultee, and all Members have sight of applications on a weekly basis. With a minor amendment to religious holidays.
- Last Leaver Policy – Accepted.
- CCTV Policy – Accepted.
- Media Policy – Accepted. Cllr D Ozarow was concerned that Youth Council Members under 18 year olds may be in attendance when Council is being filmed. Clerk T Malton assured him that all Youth Council Parent/Guardian sign consent forms when joining the Youth Council.

#### **48. EXCLUSION OF PRESS AND PUBLIC**

**The Chairman to move the following resolution: That under the Public Bodies (Admission to Meetings) Act 1960 s.1 (2), the press and public be excluded from the meeting whilst staffing matters and Site Security are discussed.**

#### **49. IT SERVICES**

Members received an IT report comprising of three quotes from Locum T Pendreth LGRC. Members felt it was difficult to compare the quotes as they were itemised in different ways. Quote two was rejected as unsuitable but it was noted that the contract had been signed by former Locum Clerk with the agreement of Cllr R Butler on behalf of the Council. Although the company had not been used the fee would have to be paid.

Quotation one is the company currently used and provides personal backup and 24 hour assistance in emergency.

Quotation three is a company used by other councils and affiliated to NALC.

**It was AGREED that:**

- (i) **Quote one and three be asked to give comparable costs by way of a presentation; and**
- (ii) **would be received by Cllr P Nirmalakumaran before the next meeting.**

## 52. STAFFING

### DEPUTY CLERK POST

It was noted that there were two candidates for the advertised post of Deputy Clerk. One interview had taken place at 4.00pm on 12 October 2023, with the second interview for 13 October 2023 at 11.00am.

#### **It was AGREED that:**

- (i) **The partly qualified candidate would be started on NJC scale 34 if appointed; and**
- (ii) **The unqualified candidate started on NJC scale 33 if appointed.**

### STAFFING STRUCTURE

Members received the draft staffing structure following agreement from GMC meeting 26 July 2023.

#### **It was AGREED that:**

- (i) **Procedure be made regarding the appointment of an Events Assistant to support the Entertainment Officer such as the cinema and market but would be dependant on income generation so that the position would be self funding if income generating events were taken on; and**
- (ii) **The Services and Facilitators Officer post be deferred and the present incumbent to continue to administer allotments, grounds maintenance and hall hire.**

### STAFFING COMMITTEE

It was agreed that the current staffing structure be updated to include another member of the Council. The position to be offered to opposition, otherwise to elect a member. The Staffing Committee to comprise of Clerk, Mayor, Chair of GMC, and another member. If the Chair was not available, the Vice Chair could deputise.

## 53. CLOSE OF MEETING

The meeting closed at 10.10pm

It was noted that the next meeting of the General Management Committee was scheduled for 16 November 2023 at 7.00pm.

Date:.....

CHAIRMAN.....