



ELSTREE and BOREHAMWOOD TOWN COUNCIL

Fairway Hall, Brook Close, Borehamwood, Herts. WD6 5BT
Tel: 020 8207 1382



All Committee Members are hereby summoned to attend a meeting of the
GENERAL MANAGEMENT COMMITTEE

which will be held on

Thursday 1 February 2024 at 7.00pm

in Fairway Hall, Brook Close, Borehamwood, WD6 5BT

[Meeting Open to Press & Public]

AGENDA

Agenda Open to Press and Public (Items 1-14)

1. **Apologies:** To receive and approve apologies for absence. At the time of agenda despatch there were none.
2. **Declarations of Interest:** To:
 - a) receive declarations of interest from Councillors on items on the agenda;
 - b) receive written requests for dispensations for declarable interests; and
 - c) grant any requests for dispensation as appropriate.
3. **Public Participation:** To receive questions/statements from the public in relation to items on the agenda (one 3-minute slot for up to 3 Members of the Public).

At the Chairman's discretion, this item may be considered at the end of the agenda. This period may also be used by Members with an interest in an item to make a statement concerning that issue (e.g. grant application).
4. **Minutes:** To confirm and sign the minutes of the meeting held on 16 November 2023.

- Attached

5. **Community Grant Applications:** To consider approval/recommendations deferred from GMC 12 October 2023 on the following application:

The remaining available Community Grant Budget (4161/401) for 2023/24 is £9,000. The application before the Committee:

	Applicant	Amount Sought	Purpose of Grant and Notes
(i)	Hertsmere MENCAP	£8,500	Hire of Fairway Hall for MENCAP Meetings (Deferred from GMC 12/10/2023)

- **Attached**

6. **Financial Report:** To consider and receive: Income and Expenditure Report to 25 January 2024.

- **Attached**

7. **Policies and Procedures:** To consider review and adoption of following Council Policies and Procedures:

- (i) Investment Policy (1 year);

- **Attached**

- (ii) Social Media Policy (3 years);

- **Attached**

- (iii) Training Policy (3 Years);

- **Attached**

- (iv) Civic Awards Policy (3 Years);

- **Attached**

It was noted that the following policies to be updated by Worknest are.

- Fire Risk Assessment
- Disciplinary and Procedure Policy
- Grievance Policy and Procedure

- 8. Borehamwood Market:** To receive feedback from the Committee Chair.
- 9. Fairway Hall Development:** To consider verbal update report on Fairway Hall development and application.
- 10. Fairway Hall Fee Scale:** To review the current fee scale for Fairway Hall Hire.
- **Attached**
- 11. Town Twinning:** To receive update on Twin Town Signs around the town.
- 12. Council Management Software Review:** To receive update on review for the management of accounts, allotments, hall bookings, assets, and other operations.
- **Attached**
- 13. Council Meeting Streaming/Recording Review:** To receive update on review for the equipment for the recording and streaming of council meetings.
- 14. 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 are discussed.

Excluded Agenda (Items 15-16)

- 15. Staffing Report:** To Consider Staffing Salaries 2024/25 and discuss proposed amendments to staffing structure.
- **Attached Committee Members Only**
- 16. Close of Meeting:** To close meeting. It is noted that the next meeting of the General Management Committee is scheduled for Thursday 18 April 2024 at 7.00pm.

T Malton

Tracey Malton
Town Clerk
26 January 2024

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Distribution List:

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Cllr P Kaza - Kenilworth North	EBTC			X
Cllr T Kumar - Hillside	EBTC		X	
Cllr J Newmark – Cowley Hill	EBTC		X	
Cllr P Nirmalakumaran – Kenilworth South	EBTC		X	X
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