



# ELSTREE and BOREHAMWOOD TOWN COUNCIL

Fairway Hall, Brook Close, Borehamwood, Herts. WD6 5BT  
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ELSTREE AND BOREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

**MINUTES** of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Thursday 20 April 2023** at 7.00pm

**Present:**

Cllr C Butchins  
Cllr R Butler  
Cllr J Newmark  
Cllr S Rubner – (Vice Chair)  
Cllr Mrs P Strack (Substitution)

**In Attendance:**

Karen Crowhurst – Locum Clerk  
Dan Salter – Entertainments Officer/communications  
Jenny Simon – Admin Assistant

Prior to the commencement of business, the Chair motioned for thanks and gratitude be given to members of staff for all their hard work during Covid and to date. The motion was seconded.

- 68. Apologies for absence and substitutions** to receive and approve apologies for absence. At the time of agenda despatch there were none.

Apologies were received from Cllr S Parnell and Cllr Jeremy Newmark.

- 69. Declarations of Interest: To:**

- a) receive declarations of interest from Councillors on items on this agenda.

Declarations of interests were received from Cllr Strack regarding the Aldenham Renaissance item.

- b) receive written requests for dispensations for declarable interests; and

- b) grant any requests for dispensation as appropriate.

No written dispensation requests were received nor were there any other dispensations granted.

- 70. 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).

- 71. Minutes:** To confirm and sign the minutes of the meeting held on 02 February No 2023.

**It was RESOLVED to:**

Accept the minutes of the meeting held on 02 February 2023 as a true and accurate record of the meeting.

- 72. Financial Report:** To consider:

- (i) Income and Expenditure Report to 6 April 2023

Members considered the Income and Expenditure Report.

- (ii) Report of s.137 expenditure to year end (31 March 2023)

Members noted the Section 137 expenditure.

- 73. Insurance renewal** – To be considered at General Management Committee Meeting on Thursday 25 May 2023

Members noted that the insurance renewal will need to be considered at the meeting scheduled for 25 May 2023.

- 74. Elstree and Borehamwood Town Council Asset Register** – To approve the Asset Register presented to comply with the External Audit Regime

- 75. Adoption of ICO Certificate**

**It was RESOLVED that:**

The ICO Certificate be adopted.

- 76. Policies for adoption**

- (i) Fire Safety Procedure

**It was RESOLVED that:**

The Fire Safety Procedure be adopted.

- 77. Community Grant Applications:** To consider approval/recommendations to Council on 23 March 2023 on the following applications:

The remaining available Community Grant Budget (4161/401) for 2022/23 is £4,875. The applications before the Committee are:

	<b>Applicant</b>	<b>Amount Sought</b>	<b>Purpose of Grant and Notes</b>
(i)	None Received		

- 78. Fairway Hall Project** – To receive and update and agree any actions

The Locum Clerk advised Members that the flood report has been received and will be reviewed by the Planning Agents for consideration and submitted to Hertsmere Borough Council next week.

- 79. Fairway Hall fee scale** – After a short discussion it was **RESOLVED** to accept the scale of fees presented.

- 80. Town Twinning** – To receive an update and agree any further actions.

Delegates from Fontenay-aux-Roses and Offenburg are visiting the town over the Coronation weekend to events including:

- Sky Studios and the Football Club on Friday 5<sup>th</sup> May.
- The Coronation Screening at All Saints Church and the Beacon Lighting on Saturday 6<sup>th</sup> May.
- A Street Party on Sunday 7<sup>th</sup> May

More information regarding the events and Twin Town guests is available from Dan Salter

- 81.** Request for support from the Maxwell Park 60<sup>th</sup> anniversary the Lynx Club – To consider how Elstree Borehamwood can support their event which is taking place during the Festival.

The Locum Clerk advised the event has been cancelled, therefore, the item was not discussed.

- 82. Aldenham Renaissance – Item requested by Cllr Strack**

Would like to make an application for some CIL for a touch and go barrier. This is a charity CIO, struggling with rising costs of animal feed, vet costs, heating and fuel bills and wage rises. Touch and go would help a great deal.

Members discussed the process for CIL applications and agreed that an application form presented by the Clerk and Cllr Butchins should be used for any CIL requests going forward.

- 83. Remote access for the Clerk and Acting Clerk to access the Finance Package remotely** – To consider the amount of approximately £500 for a short-term solution by the Council’s current IT provider.

**It was RESOLVED to:** Agree the short-term arrangements and to obtain quotations from the provider to enable data to be stored and accessed in the Cloud, which was the preferred option. **Action by** The Locum Clerk

- 84. Full Council Agenda Investigation** – To investigate the publication of the ‘School Swimming Grant’ on the Full Council Agenda dated 22<sup>nd</sup> March 2023.

A motion was received from Cllr Strack to draw a line under the matter, the motion was seconded by Cllr Butchins. A vote was taken by a show of hands. Three Members were for the motion and 2 were against. Therefore, the motion was carried.

**Exclusion of Press and Public: The Chair 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.**

It was **RESOLVED** to exclude any press and members of the public.

- 85. Staffing Report:**

- (i) Appointment for Committee Officer and Projects Officer**

It was agreed to defer considering the appointment of a Committee Officer. It was **RESOLVED** that the role of a Projects Officer to oversee the new build project for Fairway Hall be outsourced.

- (ii) Outstanding cases/insurance claims; and**

There were none.

- (iii) Staffing not covered under remit of Staffing Committee.**

There were none.

- 86. Close of Meeting: To close meeting. It is noted that the next meeting of the General Management Committee is scheduled for Thursday 25 May 2023 at 7.00pm.**

There being no further business, the meeting closed at 8.00pm.