

**ELSTREE AND BOREHAMWOOD TOWN COUNCIL
GENERAL MANAGEMENT COMMITTEE**

EXTRAORDINARY MEETING



MINUTES of a meeting held in
Fairway Hall, Brook Close, Borehamwood on 25 July 2023 at 5.00pm

Present: Cllr R Butler – Chair
Cllr D Ozarow – Vice Chair
Cllr R Challice – Mayor and ex officio
Cllr S Parnell

In Attendance: T Predeth, MPA Locum Clerk

01. Apologies: To receive and approve apologies for absence.

There were none.

02. 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.

There were none.

03. Appointment of Internal Auditor:

It was **RESOLVED** That:

- (i) **Auditing Solutions Ltd be appointed as Internal Auditor to the Council for the municipal year 2023/24.**

04. Public Participation – Question Time: Fifteen minutes of the meeting (3 minutes per person) be given over to questions from members of the public relating to Town Council Business on the agenda.

There were no members of the public present.

05. Exclusion of Press and Public:

Exclusion of Public & Press – to resolve the exclusion of public & press in accordance with the press & public (Admission to Meetings) Act 1960 as the matters to be discuss are confidential as they are staffing matters.

06. Appointment of Town Clerk and Responsible Finance Officer:

It was RESOLVED That:

- (i) Recommendation to Council on 6 September 2023 that deputy Clerk T Malton be promoted to Town Clerk and Responsible Finance Officer (RFO) and (Proper Officer) for a one-year fixed term contract commencing September 2023 with salary scale set at LC4 SCP scale 54. To include London Fringe Allowance, Car Allowance and Local Government Pension,
- (ii) Locum Clerk T Predeth would continue with the existing LGRC contract of fifteen hours per week, until and including the September Council Meeting ensuring mentoring support for T Malton until she progresses into her role as Town Clerk; and
- (iii) Chairman to consult with Officers regarding future support on a monthly basis once new position commences.

07. Close of Meeting: It was noted that the next meeting of the General Management Committee was scheduled for Wednesday 26 July 2023 at 7.00pm.

Meeting closed at 5.20pm

Date:

Chairman.....