



Order of meetings for 27<sup>th</sup> June 2018  
7.00pm Planning  
7.30pm Establishment

## STOTFOLD TOWN COUNCIL

Dear Councillor,

**You are hereby summoned to attend a meeting of the Establishment Committee, on Wednesday 27<sup>th</sup> June 2018, at 7.30pm, Council Chamber, Greenacre Centre, Stotfold**

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### A G E N D A

1. **Apologies for absence**
2. **Disclosures of Members Interests on matters contained in this agenda**  
Members are reminded that if at any time during the meeting they feel they have an interest in an item being discussed, they should declare it at that point.
3. **Public participation – questions, comments and responses**  
Up to 3 members of the public are given 3 minutes each to speak on any item relating to this Committee.
4. **Clerk's Report, correspondence received and matters arising for information**  
Nothing to report as at production of agenda.
5. **Clerk's summary of attendance at conference**  
To receive the Clerk's summary of attendance at the recently attended Leadership in Action 2018 conference.
6. **Executive Action – NALC Conference**  
To approve executive action taken by the Clerk in booking a place to represent the Council at the NALC Conference taking place 30<sup>th</sup> & 31<sup>st</sup> October at Milton Keynes. Booking was made to make use of the early booking saver rate, and as accommodation availability is limited. Cost £195 + vat for conference, £135 for accommodation (payment in advance). Agenda is to be produced but will include updates on the latest policy developments, Minister for Local Government, Shadow Secretary of State, Chief Executive of the Information Commissioner's Office, workshop sessions (topics to be confirmed), sessions with sector specialists on council services and asset management, sector-specific exhibition, Star Council Awards 2018.
7. **SLCC – National Conference 'Engage, Empower & Exceed'**  
To approve attendance by the Clerk, representing the Council at the Society of Local Council Clerks National Conference taking place on 10<sup>th</sup> and 11<sup>th</sup> October. The Agenda is to be finalised, but includes the Environment Agency's new guidelines on burials, using verbal and non-verbal communications, inspirational speaker, how to achieve a 'paperless' Council, Annual SLCC Awards and other workshop sessions. Cost £485 plus vat.
8. **Items for information purposes, relevant to this Committee only**

Mrs KA Elliott-Turner  
Town Clerk  
22<sup>nd</sup> June 2018

Members of the Establishment Committee: Cllrs Cooper (Chairman), Collier, Mrs Clarey, Mrs Cooper, Hayes, Mrs Hyde and Saunders. Other Councillors for information only