

MINUTES OF A MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON WEDNESDAY 26TH NOVEMBER 2008 AT 7.32PM IN THE COUNCIL CHAMBER, SIMPSON CENTRE, STOTFOLD

Committee Members present: B Collier (Chairman)

Mrs S Bundock
Mrs M Cooper
B Saunders

A Cooper
Mrs J Hyde

Also present: Councillor Mrs C Turner and the Clerk

1912. APOLOGIES

No apologies were received.

1913. DISCLOSURE OF MEMBERS INTERESTS

Councillor Cooper declared an interest in the item relating to the possible purchase of a Vice-Chairman's chain.

MATTERS ARISING

1914. To receive an update on the situation with regard to the mobile masts presently sited at Roker Park in relation to selling the site and the Community Leisure Centre project (see minute 1895)

Vodafone and Hutchinsons are currently in the process of investigating whether the new site at Arlesey Road would be suitable for their mobile signal. Apparently the shared use of the mast at the Cemetery is not suitable for either company. They have both agreed that if the Arlesey Road site is suitable, the Football Club can continue to receive the income from the mast agreements, even though a new lease will be set up with the Town Council.

1915. To consider producing a master plan for the County Council land to the west of Stotfold (see minute 1909)

Trevor Saunders, Forward Planning Officer at the District Council has been advised that this Council would be interested in being involved, at the early stages, in helping to produce a plan for the area to the west of Stotfold. No further details have been forwarded, and he has been chased on the matter.

1916. CLERK'S REPORT AND CORRESPONDENCE

No correspondence has been received.

For information:

- The wall mountable safe has been purchased and sited in a suitable location in the Simpson Centre, at a cost of £47.00 plus vat.
- The computer equipment to replace the equipment stolen during a break-in has been purchased and is in use. Total cost £792 plus vat.

1917. TO REVIEW AND APPROVE THE FINANCIAL RISK ASSESSMENT FOR THE YEAR 2008/2009

Members were provided with a copy of the draft Financial Risk Assessment. Due consideration was given to each section, and with amendments being made, it was:

Recommended that the Financial Risk Assessment, as amended, and appended to these minutes, be approved for the year 2008/2009.

1918. TO CARRY OUT A REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT FOR THE YEAR 2008/2009

Following advice on what the law requires the Council to do, and what is to be achieved from carrying out this review, lengthy and careful consideration was given in completing the review checklist, and it was:

Recommended that the checklist for the Review of the Effectiveness of Internal Audit for the year 2008/2009, as appended to these minutes, be approved. Areas for development as identified in the review were noted and will be undertaken as required.

1919. TO CONSIDER THE QUOTATION FROM THE VALUATION OFFICE TO CARRY OUT A REVIEW OF THE INSURANCE VALUATION OF COUNCIL'S ASSETS, AT A COST OF £6,950

The review of the insurance and valuation of this Council's assets needs to be completed in this financial year, but due to the high costs involved and the lack of funding available in this financial year the Valuation Office has been asked to carry out the work during this financial year, but to invoice next financial year. They are seeking authorisation from their superiors, and expects that we will have to pay an interim payment towards the cost of the valuation in this financial year. The sum payable is to be confirmed, but may have to be drawn from the general reserves if there are no other available revenue funds. The review need only be carried out once every five years.

Recommended that the Clerk obtains the best payment terms, and instructs the Valuation Office to go ahead and carry out the required insurance and asset valuation, with the work to be carried out before the end of this financial year. Funds will need to be allocated for next year and the next four years estimates to ensure sufficient funds are available when carrying out the next review, and to cover the remaining payment for this review.

1920. TO APPROVE AND ADOPT THE FREEDOM OF INFORMATION ACT SCHEDULE

Members were provided with a copy of the draft Information Schedule, which is to be adopted by this Council before 1st January 2009. The document was given due consideration and it was:

Recommended that the Freedom of Information Act Schedule, as appended to these minutes, is approved and adopted by this Council.

1921. TO APPROVE EXECUTIVE ACTION TAKEN BY THE CLERK IN BOOKING THE ASSISTANT CLERK ON THE CLERK'S COURSE AT £185, AND THE CLERK ON A MANAGING FINANCES COURSE IN WALSALL AT £95, PLUS MILEAGE

Resolved that the executive action taken by the Clerk in booking the Assistant Clerk on the Clerk's course at £185, and the Clerk on a Managing Finances course in Walsall at £95 plus mileage, be approved.

1922. TO CONSIDER PURCHASING A VICE-CHAIRMAN'S CHAIN

Members were provided with diagrams showing suggested designs for the Chain, together with a quotation giving two options.

Option A

Council crest stamped from a die and vitreous enamel filled, suspended from a blue double mitred ribbon, featuring an engraved SB1 slide bar.

Total cost:

Metal gilt £379.57 + vat + delivery

Silver gilt £424.92 + vat + delivery

Option B

Council crest hand painted onto back plate, suspended from a double mitred ribbon.

Total cost:

Metal gilt £358.65 + vat + delivery

Silver gilt £433.65 + vat + delivery

After consideration of whether a Vice-Chairman's chain was necessary, it was:

Recommended that this matter be deferred to the next meeting and the Clerk is to obtain prices for a simple pin badge for consideration.

1923. TO CONSIDER TAKING ON ANOTHER MEMBER OF STAFF IN THE NEW FINANCIAL YEAR

A report was previously circulated to Members, giving reasons for taking on a new member of staff due to increasing workloads for the Council, and detailing the two options available – full time member or part time, together with salary costs involved.

Role: Administration Assistant

Full time: £13,378.67 per annum

Part time: £7,228 per annum

After consideration whether, in principle, to take on another member of staff, it was:

Recommended that this Council takes on another member of staff.

A proposal was put to take on a full time member of staff however this was lost on votes.

A further proposal was made and it was:

Further recommended that a new member of staff is employed in the next financial year, as part time Administration Assistant.

1924. TO CONSIDER THE ESTIMATES FOR THE FINANCIAL YEAR 2009/2010

Members were previously provided with a copy of the figures for the first six months of the current financial year and undertook an appraisal before the estimates of the general running costs for the Committee were considered. Members were advised that the sum shown in '6002 – Income – Lease' is incorrect as two receipts for Cemetery mast lease are to be journal led to reserves. The sum shown for loan repayments includes a part payment from last financial year as payments cross two financial years, therefore at the end of this financial year a similar sum will be journalled to the following year. Members were advised that the loan to purchase the Millennium Green has now been paid off.

Recommended that:

Expenditure

The heading '627 - PWLB Interest' is deleted.

The Maintenance & Repairs heading is to be amended to read '615 - Maintenance & Repairs/I.T.'

A new heading 'Travel Expenses' is to be inserted – to cover expenses not incurred by the Clerk.

A new heading 'Grants' is to be inserted – for grants to local organisations (*not Section 137*).

Section 137

The heading is to be amended to read 'Section 137' and not 'Grants Local Organisations'.

When considering the sum to allocate for the loan repayments it was:

Resolved that the District Council is asked for written confirmation that they will not be requiring the interest for the Community Leisure Centre loan to be paid off next financial year, and that it will be covered by an extension to the loan period which is currently being sought. If they advise that they do require the interest to be repaid next financial year, or no confirmation is received at all, then a higher sum is to be allocated in the loan repayments budget line to cover this.

When considering the sum to allocate for election costs it was:

Resolved that the District Council is asked to confirm how much a Town Council election would cost if we were to need one next financial year, with the figure being added to the estimates and capital expenditure shown in these minutes once obtained.

Members then considered the estimates for the financial year 2009/2010.

Estimated running costs:	£147280.00
Less estimated income:	<u>£2550</u>
	£144730.00

Capital expenditure items were then considered:

Office Equipment	£3,000
Election Costs	<u>£2,000</u>
	£5000

1925. THE CHAIRMAN THEN PROPOSED THE FOLLOWING

“It is advisable in the public interest that the public and press are temporarily excluded whilst matters pertaining to staff salaries are discussed and that they be instructed to withdraw from the meeting.”

This was passed by Members.

1926. CONFIDENTIAL MINUTE 1926

Confidential minute number 1926 is appended for members.

1927. TO CONSIDER CONTENTS TO BE INCLUDED IN THIS COMMITTEE’S TERMS OF REFERENCE

The current Terms of Reference were previously provided for Members.

Resolved that the heading of the draft Terms of Reference template be approved, with points on the current Terms of Reference to be added, plus those submitted at the meeting. An amendment to the original Terms of Reference should be made to ensure that where reference is made to the District or County Councils, the wording ‘and their successors’ is added. An updated Terms of Reference sheet is to be presented to the next meeting of this Committee for approval.

1928. OTHER ITEMS FOR INFORMATION PURPOSES ONLY

The Chairman advised Members that the Council office has recently suffered another break-in, with several items of office computer equipment being stolen, and two windows being damaged. The Clerk is in the process of ordering replacement equipment to enable the office to get up and running again, and this executive action will be approved at the next meeting of this Committee.

Urgent consideration will need to be made by the Buildings Management Committee to provide security measures for the Simpson Centre to protect the contents within. As there may not be sufficient funds within the Buildings Management Committee budget, capital funds allocated for office equipment and election costs within the current financial year may have to be vired for this new purpose. The Clerk will obtain costs for various options to provide security measures for the building and present them to the Buildings Management Committee.

Members requested that thanks are given to the Clerk and Assistant Clerk for their hard work in producing the figures for the estimates meetings, and for producing detailed agendas resulting in productive meetings.

There being no further relevant business the meeting was declared closed at 9.52pm

CHAIRMAN

DATED