

MINUTES OF A MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON WEDNESDAY 28TH JANUARY 2009 AT 7.47PM IN THE COUNCIL CHAMBER, SIMPSON CENTRE, STOTFOLD

Committee Members present: B Collier (Chairman)
Mrs S Bundock A Cooper
Mrs M Cooper S Hayes
B Saunders

Also present: Councillors Smith and Mrs Turner, and the Clerk

1933. APOLOGIES

Apologies were received on behalf of Councillor Mrs Hyde.

1934. DISCLOSURES OF MEMBERS INTERESTS

There were no disclosures of Members interests.

MATTERS ARISING

1935. To consider purchasing a Vice-Chairman pin badge with the Council's logo at a cost of £17.98 (see minute 1931)

The Vice-Chairman pin badge is on order.

1936. To consider the Precept amount for the financial year 2009/2010 (see minute 1932)

A precept request for £295,048 for the financial year 2009/2010 has been made to the District Council.

1937. CORRESPONDENCE

There were no items of correspondence to report.

1938. TO APPROVE EXECUTIVE ACTION TAKEN BY THE CLERK IN TAKING OUT VANDALISM/HIT AND RUN TYPE DAMAGE INSURANCE COVER FOR THE NEWLY INSTALLED VEHICLE ACTUATED SIGN ON HITCHIN ROAD, AT A COST OF £66 PER YEAR

Resolved that the executive action taken by the Clerk in taking out insurance to cover the vehicle actuated sign on Hitchin Road at a cost of £66 per year be approved.

1939. TO CONSIDER AUTHORISING THE CLERK TO ATTEND VARIOUS COURSES, IN THIS FINANCIAL YEAR AND THE NEXT

2008/2009 financial year £500 available in budget

Conference for Practitioners - 27th & 28th February – Stoke on Trent - Course £190, mileage £78

Subject matters covered: planning system, staff appraisals, health and safety, annual returns and risk assessments, commons village greens and footpaths, obtaining funding, freedom of information act, engaging with young people.

Stepping Stones - 10th March 2009 – London - Course £64, travel – seeking cheapest option (train)
Subject matters covered: Role of Parish & Town Councils in Community Empowerment, Working in Partnership with local Councils, Engaging with rural communities, National Training Strategy, Unitary Authorities, Local Planning System, Quality Parish Scheme, Local Standards.

2009/2010 financial year £1,200 budgeted

Safe & Sound – Health, Safety & Reducing Risk - 7th July 2009 – Newport Pagnell - Course £64, mileage £39

Subject matters covered: Health & Safety Law, Health & Safety at Work Act 1974, Health & Safety Regulations, Approved Codes of Practice, Working from home, Health & Safety Risk Assessments, Accidents in the Workplace, Legislation in Practice, Dealing with emergencies.

Regional Conference - 24th September 2009 – Cambridge - Course £49, mileage £20

This course will require day time cover for the Clerk by the Assistant Clerk.

Subject matters covered: Regional Developments, Managing Council Assets, Your Rights and Your Council's Responsibilities, Modern Allotments & Leisure Garden Management, Excellence in Our Sector, Innovations.

Recommended that approval is given to the Clerk to attend the four above courses taking place in the current and next financial years, costs as above.

1940. TO CONFIRM THE UPDATED TERMS OF REFERENCE SHEET

Members were previously circulated the updated Terms of Reference sheet for approval. Minor amendments were suggested and it was:

Recommended that the final Terms of Reference Sheet, for this Committee be approved.

1941. TO RECEIVE AND APPROVE THE TERMS OF REFERENCE SHEETS FOR EACH COUNCIL COMMITTEE

Members were previously circulated the draft Terms of Reference sheet for each Committee. A discussion ensued regarding clarification of the difference between the wording 'within its budgets' and 'within pre-budgeted figures' and which term should be used, however although Members understood the difference, as the term 'within its budgets' is used by the SLCC and University of Gloucester it was felt that this should remain and reference to expenditure within pre-budgeted figures should be removed.

Once taken to the next full Council meeting in February for approval the Terms will stand adjourned until the following meeting in March. As the Terms refer to the District Council and the County Council it was suggested that they be amended to read Central Beds Authority and that they take effect from 1st April 2009 when the Authority comes into being.

Recommended that the Terms be amended to read 'Central Beds Authority' in place of 'Mid Beds District Council, Bedfordshire County Council or their successors', and that the Terms be approved as amended as above and per suggestions from the meeting, and that they take effect from 1st April 2009.

1942. ITEMS FOR INFORMATION PURPOSES ONLY

There were no items for information purposes only.

There being no further relevant business the meeting was declared closed at 8.34pm

CHAIRMAN

DATED