



STOTFOLD TOWN COUNCIL

Councillors:

You are hereby summoned to attend the Establishment Committee meeting to be held online on **Wednesday 25th November 2020 at 7.30pm** for the purpose of transacting the following business.

To join the meeting:

Meeting ID: 897 5696 5438

Passcode: 868531

<https://tinyurl.com/y3jknxj4>

If you wish to join by telephone, please contact the Town Clerk for further detail

Members of the public:

Members of the public are invited to observe the meeting and may participate at the 'public participation' agenda item. As per Standing Orders, if you wish to speak, you must notify the Town Clerk of your intention prior to the start of the meeting; max 3 people with 3 minutes to speak each (contact in advance enquiries@stotfoldtowncouncil.gov.uk or 01462 730064 or you will be asked at the appropriate point in the agenda if unable to give prior indication).

AGENDA

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, subject to having previously notified the Clerk of their wish to do so. Order of speakers will be in order of notification.
4. [Clerk's Report, correspondence received and matters arising for information](#)
Nothing to report as at production of agenda.
5. [Staff training](#)
To note staff training undertaken by office staff since the start of the pandemic 'lockdown' and closure of the office. See attached report.
6. [Exclusion of press and public](#)
Under section 3d of Standing Orders, the Chairman will propose that the press and public are temporarily excluded whilst matters pertaining to staff matters are discussed and that they be instructed to withdraw from the meeting for the following agenda item only

7. [Staff salaries for year 2021/2022](#)
To consider 2021/2022 office staff salaries, as per Confidential Report appended for committee members.

Press and public will be re-admitted after this item.

8. [Review of activities and expenditure in current financial year](#)
Copy of Clerk's report provided for members.

9. [Committee budget setting 2021/2022](#)
To consider the Clerk's proposals for the 2021/2022 committee budget, appended for members.

10. [Items for information purposes, relevant to this Committee only](#)

KA Elliott-Turner

**Mrs KA Elliott-Turner
Town Clerk**

20th November 2020

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