

# STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG  
01462 730064 enquiries@stotfoldtowncouncil.gov.uk



**Members of the Establishment Committee:** Councillors Buck (Chairman), Mrs M Cooper, A Hall, S Hayes, Mrs J Hyde, D Matthews, B Saunders, J Smith, J Talbot. Other councillors for information.

**You are hereby summoned** to attend the Establishment Committee meeting to be held in the Council Chamber, Greenacre Centre, Stotfold on **Wednesday 31<sup>st</sup> May 2023 at 7.50pm** for the purpose of transacting business detailed in the agenda.

*C. Jenkins*

**Ms Caroline Jenkins**  
**Assistant Clerk**

24<sup>th</sup> May 2023

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## Members of the public:

**In addition to attendance in person, you are now able to observe our meetings by joining via [MS Teams](#).** Join on your computer or mobile app [Click here to join the meeting](#) Please note, our meetings may be recorded for minute taking purposes, and will be deleted after minutes are approved.

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 (contact in advance [enquiries@stotfoldtowncouncil.gov.uk](mailto: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).

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## AGENDA

1. [Election of Vice Chairman](#)
2. [Apologies for absence](#)
3. [Disclosures of Members Interests and Dispensations](#)
  - a) Members to declare interests in respect of any item on the agenda
  - b) Proper Officer to consider written requests from members for dispensations  
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.
4. [Public section \(max. 15 minutes\)](#)

Members of the public may speak on matters of concern, ask questions or make statements (maximum of 3 minutes per speaker), after giving notice of their wish to do so to the Town Clerk prior to the meeting. Order of speakers will be in order of notification. [Public Participation Policy](#) applies.
5. [Minutes of previous meeting](#)

Members are asked **to confirm** that the minutes of the Establishment Committee meeting held on 29<sup>th</sup> March 2023 are a correct record.
6. [Clerk's Report, correspondence received and matters arising for information](#)

7. [Items for information purposes, relevant to this committee only](#)

8. [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 confidential issues and staffing matters are discussed and that they be instructed to withdraw from the meeting for the following agenda items. Non-committee members are also required to leave the meeting during the following confidential agenda items.

9. [Staffing Matters](#)

**To receive** an update on current staffing matters.

CLOSE