

# STOTFOLD TOWN COUNCIL

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



18 October 2023

**Members of the Establishment Committee:** Councillors Buck (Chairman), Mrs M Cooper, 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 25<sup>th</sup> September 2023 at 7.00pm** for the purpose of transacting business detailed in the agenda.

**Emma Payne**  
Town Clerk

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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. APOLOGIES FOR ABSENCE

### 2. 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.

### 3. 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.

### 4. MINUTES OF PREVIOUS MEETING

Members are asked to resolve to adopt the minutes of the Establishment Committee meeting held on [27 September 2023](#) as a true record of the meeting.

**5. CLERK'S REPORT, CORRESPONDENCE RECEIVED AND MATTERS ARISING FOR INFORMATION**

**6. REPORTS TO COMMITTEE**

**6.1 Review of Standing Orders & Financial Regulations**

To receive the Town Council's standing orders which have been reviewed against the Model Standing Orders.

**6.2 Town Council Investments**

To receive a report on potential investments for the Town Council's reserves

**6.3 Budget 2024-25**

To receive a proposed budget for this Committee for 2024-25

**6.4 Review of Establishment Committee's Q2 Performance**

To review this Committee's Q2 performance.

**6.5 Review of VAT Partial Exemption**

To receive a report from DCK Accounting Solutions following a review of the Council's VAT situation.

**6.6 Town Council Vehicle**

To consider the purchase of a vehicle for the Town Rangers.

**6.7 The Haven – Christmas Tree Location**

To approve expenditure relating to the location of the town centre Christmas tree.

**6.8 Bank Reconciliation**

To note the bank reconciliation.

**6.9 Work Programme**

To receive this committee's work programme

**7. Confidential Items**

To resolve to exclude the press and public for the consideration of the following items under the Public Bodies (Admissions to Meetings) Act 1960:

**7.1 Staffing Matters**

**8. Date of Next Meeting**

20 December 2023