

MINUTES OF A MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON WEDNESDAY 25TH MAY 2022 AT 7.04PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD.

Committee Members present:

S Buck (Chairman), A Cooper, B Collier, S Hayes, D Matthews, B Saunders

Also present:

Mrs K Elliott-Turner, Town Clerk and non-committee members Councillors Mrs L Anderson, Mrs M Cooper, Mrs J Hyde, G Russell and J Smith

33/22 APOLOGIES FOR ABSENCE

There were none as all committee members were present.

34/22 DISCLOSURE OF MEMBERS INTERESTS ON MATTERS CONTAINED IN THE AGENDA AND REQUESTS FOR DISPENSATIONS

There were no disclosures of interests or requests for dispensations. Members were 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.

35/22 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

None present.

36/22 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION

Nothing to report.

37/22 PURCHASE OF PORTABLE PA SYSTEM

Members considered purchasing a portable PA system, for use at events such as the forthcoming Jubilee Beacon Lighting Ceremony at the cemetery where there is no power supply available. Portable PA with Bluetooth and Wireless Mics £160 plus vat.

RESOLVED that a portable PA system is purchased at £160 plus vat, funds from EMR Office Equipment.

38/22 PARISH ONLINE

Members considered taking an annual subscription to Parish Online – an online mapping tool specifically designed for local councils £350 plus vat per annum.

RESOLVED that an annual subscription is taken up with Parish Online – to be reviewed after one year.

39/22 EXCLUSION OF PRESS AND PUBLIC

The Chairman proposed that under section 3d of Standing Orders, the press and public are temporarily excluded whilst matters pertaining to staff are discussed and that they be instructed to withdraw from the meeting for the following agenda item only. **RESOLVED** by members.

Non-committee members left the meeting at this point.

40/22 STAFF WORKING ON BANK HOLIDAY – JUBILEE

RESOLVED that office staff are paid at double time in lieu of Time Off In Lieu (NJC applicable rates) to work at the late evening Jubilee event (Beacon lighting), as it is a bank holiday.

41/22 REVIEW AGREEMENT TO PAY OVERTIME TO STAFF FOR KEYHOLDING DUTIES

RESOLVED that following agreement in minute 23/22, the Clerk has continued authorisation to use her discretion for each occasion, to pay overtime to staff for hours worked over and above their contracted hours and their contracted job description, at their usual NJC hourly rate, in place of Time Off In Lieu. Review of this agreement at next Establishment Committee meeting.

42/22 GRIEVANCE PANEL MEMBERS

RESOLVED that to ensure that due process is followed and until such time that the grievance is ended, those members who are on the grievance panel are permitted to continue in this role – some members of the panel are no longer members of Establishment Committee (requirement for grievance panel).

Members of the press and public, and non-committee members were permitted to return at the conclusion of this item.

43/44 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

A reminder that a review of Standing Orders and in particular in regard to use of ballot papers for voting in Chairman/Vice-Chairman roles is to be carried out at a suitable Establishment Committee meeting. A request was made for future consideration of employing a Human Resources contractor, and for consideration of the handyman role.

There being no further business the meeting closed at 7.23pm

MINUTES APPROVED (date):

SIGNED BY CHAIRMAN: