

**MINUTES OF A MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON WEDNESDAY 22<sup>ND</sup> JUNE 2022 AT 7.19PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD.**

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Committee Members present:

S Buck (Chairman), B Collier, A Cooper, Mrs M Cooper, D Matthews, J Smith

Also present:

Mrs K Elliott-Turner, Town Clerk

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**52/22 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors S Hayes, Mrs J Hyde and B Saunders.

**53/22 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.

**54/22 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES**

None present.

**55/22 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION**

Nothing to report.

**56/22 PROVISION OF WORKS VEHICLE**

Members considered a report regarding provision of a works vehicle to be used by the Handyman. Consideration was given to buying used, buying new or leasing new, and the current issues around waiting times for new vehicles and the maintenance risks of buying used. Members were provided with a quote for a new vehicle which is suitable for our requirements, and which is available to purchase now.

**RESOLVED** that a new works vehicle is purchased at £27,344 plus vat. The Clerk is to source appropriate insurance and a fuel card. The vehicle is to be based at the Greenacre Centre.

**57/22 EXECUTIVE ACTION – WORKS MOBILE**

Members noted and supported executive action taken by the Clerk, in consultation with the Chairman to provide a works mobile phone for the Handyman. Contract is with EE, the provider for staff mobile phones.

**58/22 EXECUTIVE ACTION – SETTING UP OF HANDYMAN ROLE**

Members noted and supported executive action taken by the Clerk in purchasing appropriate PPE, workwear, tools, etc to enable the new Handyman employee to operate, noting that tools and equipment were previously provided by the former Handyman Contractor.

**RESOLVED** that the Clerk is authorised to purchase tools required going forward.

**59/22 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**

Nothing to report.

**60/22 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.

**61/22 ADDITIONAL OFFICE SUPPORT HOURS**

Members noted and supported executive action taken by the Clerk, in consultation with the Chairman, to temporarily increase hours of office staff during the current period of sickness absence of a staff member. An additional 11.5 hours will be split between two employees.

There being no further business the meeting closed at 7.39pm.

**MINUTES APPROVED (date):**

**SIGNED BY CHAIRMAN:**