

# MINUTES OF A MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON WEDNESDAY 25TH JANUARY 2023 AT 7.19PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD.

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## Committee Members present:

S Buck (Chairman), B Collier, A Cooper, M Cooper, S Hayes, J Hyde, D Matthews, B Saunders, J Smith

## Also present:

K Elliott-Turner, Town Clerk

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### **1/23 APOLOGIES FOR ABSENCE**

There were none, as all committee members were present.

### **2/23 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.

### **3/23 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES**

None present.

### **4/23 MINUTES OF PREVIOUS MEETING**

**RESOLVED** that the minutes of the Establishment Committee meeting held on 20th December 2022 are confirmed as a correct record.

### **5/23 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION**

Nothing to report.

### **6/23 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**

### **7/23 EXCLUSION OF PRESS AND PUBLIC**

Under section 3d of Standing Orders, the Chairman proposed 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.

As per this committee's Terms of Reference forming part of Standing Orders, discussions under the following agenda item regarding Citizens Awards, and any resolution are to be kept confidential within committee members until the Annual Town Meeting, and therefore non-committee members must also withdraw from the meeting for this item.

**PASSED BY MEMBERS**

**8/23 CITIZENS AWARDS 2023**

Members considered nominations for Citizens Awards (confidential report provided for committee members only). Nominees must be someone who has made a valuable contribution to the life of the community. You can't nominate yourself, and councillors may only be nominated by non-councillors for the things they have done outside of council work.

**RESOLVED** that the Citizens Award/s are given this year, to be presented at the Annual Town Meeting, and the name/s of the recipient/s are to be kept confidential and within this committee's membership until that time (as per committee Terms of Reference).

**9/23 STAFFING MATTERS**

The Clerk gave members an update on current staffing, and it was agreed that for interview panels, members will be the Town Clerk, Councillors Buck, Hayes and Smith.

There being no further business the meeting closed at 8.03pm.

**MINUTES APPROVED (date):**

**SIGNED BY CHAIRMAN:**