

MINUTES OF A MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON WEDNESDAY 28th JUNE 2023 AT 7.00PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD.

Committee Members present:

S Buck (Chairman), Mrs M Cooper, S Hayes, Mrs J Hyde, D Matthews, B Saunders, J Smith, J Talbot.

Also present:

Acting Town Clerk – Ms Caroline Jenkins

45/23 APOLOGIES FOR ABSENCE

Apologies were received from Councillor A Hall.

46/23 DISCLOSURE OF MEMBERS INTERESTS ON MATTERS CONTAINED IN THE AGENDA

There were none. 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.

47/23 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

There were none in attendance.

48/23 MINUTES OF PREVIOUS MEETING

RESOLVED that the minutes of the Establishment Committee meeting held on 31st May 2023 are confirmed as a correct record.

49/23 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION

Nothing to report.

50/23 PROPOSAL FOR OFFICE IT INFRASTRUCTURE AND EQUIPMENT – CLLR JON SMITH

Members were presented a proposal from Councillor Jon Smith about the current IT facilities in the Town Council offices.

It was noted that there were certain aspects of the IT provision that required immediate attention.

- The IT server is now out of contract and warranty.
- The BT line needs to be turned off and the system switched to fibre connection.
- All staff to be supplied with 2 PC screens for more efficient working.
- Chromebooks that are now no longer used by Councillors to be restored to factory settings and donated to local schools for use.

RECOMMENDED that:

Staff to be supplied with 2 PC Screens for more efficient working.

Chromebooks to be restored to factory settings and donated to local schools.

IT contracts will be checked and provision for future IT needs will be assessed.

51/23 2023 NATIONAL CONFERENCE

Members considered a request from the Acting Town Clerk to represent the Town Council at this years SLCC National Conference on 11th and 12th October at Jury's Inn, Hinckley Island Hotel, Leicestershire. Conference and accommodation for 2 days, £499.00.

RECOMMENDED that 2 places will be booked for the Town Clerk and Acting Town Clerk for the SLCC National Conference on 11th and 12th October at Jury's Inn, Hinckley Island Hotel, Leicestershire. Conference and accommodation for 2 days, £499.00 per person.

52/23 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

There were none

53/23 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.

54/23 STAFFING MATTERS

Members continued to discuss staffing matters with press and public not present.

There being no further business the meeting closed at 8.55pm

MINUTES APPROVED (date):

SIGNED BY CHAIRMAN: