

STOTFOLD TOWN COUNCIL

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



Members of the Establishment Committee: Councillors Buck (Chairman), B Collier, A Cooper, Mrs M Cooper, S Hayes, Mrs J Hyde, D Matthews, B Saunders and J Smith. 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 25th January 2023 at 7.15pm** for the purpose of transacting business detailed in the agenda.

KA Elliot-Turner

Mrs K Elliott-Turner
Town Clerk

20th January 2023

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 or 01462 730064 or you will be asked at the appropriate point in the agenda if unable to give prior indication).

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 confirm** that the minutes of the Establishment Committee meeting held on [20th December 2022](#) are a correct record.

5. Clerk's Report, correspondence received and matters arising for information
Nothing to report as at production of agenda.

6. Items for information purposes, relevant to this committee only

7. Exclusion of press and public

Under section 3d of Standing Orders, the Chairman will propose 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 number 8, 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.

8. Citizens Awards 2023

To consider nominations for Citizens Awards (Confidential report provided for Establishment 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. A list of previous years' Citizens Award recipients is attached for information.

9. Staffing matters

To receive an update on current staffing matters and to determine panel members for interviews.

CLOSE