

MINUTES OF A VIRTUAL MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON WEDNESDAY 25TH NOVEMBER 2020 AT 7.31PM

Committee Members present:

B Collier, A Cooper (Chairman), Mrs M Cooper, S Hayes, Mrs J Hyde, B Saunders

Also present:

Town Clerk – Mrs K Elliott-Turner

15/20 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Mrs S Bundock.

16/20 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.

17/20 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

There were none in attendance.

18/20 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION

Nothing to report.

19/20 STAFF TRAINING

Members noted the report detailing training undertaken by office staff since the start of the pandemic 'lockdown' and closure of the office.

20/20 EXCLUSION OF PRESS & PUBLIC

The Chairman proposed that under section 3d of Standing Orders, the press and public are temporarily excluded whilst matters pertaining to contractual and staff issues are discussed and that they be instructed to withdraw from the meeting for the following two agenda items only. The three Officers from Central Beds Council will remain for the first of the two agenda items only. **PASSED by members.**

21/20 STAFF SALARIES FOR YEAR 2021/2022

A confidential office staff salaries report was previously circulated to Members, which outlined the salary scales for 2021/2022 financial year, as per contract agreements and the NJC salary scales.

RESOLVED that incremental rises are applied to office staff salaries where applicable, and salaries are paid as per the confidential staff salaries report for 2021/2022, as per NJC salary scales and contract agreements.

At the conclusion of this item, the press and public were permitted to return to the meeting.

22/20 REVIEW OF ACTIVITIES AND EXPENDITURE PRIOR TO CONSIDERING ESTIMATES

Members considered a report from the Clerk on committee budgets in the current financial year.

23/20 COMMITTEE BUDGET SETTING 2021/2022

Members were previously provided with a copy of the figures for the first six months of the current financial year and undertook an appraisal before the estimates of the general running costs for the committee were considered.

Estimate figures for 2021/2022

Estimated running costs:	£212,250
Less estimated income:	£ 1,850
Total	£210,400

Earmarked Reserves

Etab Office Equipment	£ 5,000
Christmas Lights	£ 4,000
Youth Work	£ 5,000
Total	£ 14,000

RECOMMENDED that:

- i) The sum of £210,400 is submitted as this committee's budget request for 2021/2022.
- ii) The sum of £14,000 is submitted as this committee's Earmarked Reserves request for 2021/2022.
- iii) These amounts are to be submitted to the Establishment Committee for collation with other committee requests, in order to produce a draft council budget and precept request for approval by full council.

24/20 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

Nothing to report.

There being no further business the meeting closed at 8.11pm

MINUTES APPROVED (date):

SIGNED BY CHAIRMAN: