

# MINUTES OF A VIRTUAL MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON WEDNESDAY 31<sup>st</sup> MARCH 2021 AT 7.25PM

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## 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

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### **9/21 APOLOGIES FOR ABSENCE**

There were none, as all committee members were present.

### **10/21 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.

### **11/21 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES**

There were none in attendance.

### **12/21 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION**

Nothing to report.

### **13/21 ASSET INVENTORY SOFTWARE**

Members considered a quote for Rialtas Suite Asset Inventory software, on a single user licence (min 3 years), software, annual support and maintenance plus initial training. Total for first year £484 plus vat, £119 plus vat thereafter.

**RESOLVED** that the quote for the Rialtas Suite Asset Inventory software, support, maintenance and training, as outlined above, is approved.

### **14/21 COMMITTEE TERMS OF REFERENCE**

Members reviewed this committee's Terms of Reference and proposed amendments by the Clerk to update and clarify certain points within.

**RECOMMENDED** that the updated committee Terms of Reference for the Establishment Committee, forming part of the council's Standing Orders, are adopted.

### **15/21 BUDGET & RESERVES REVIEW**

Members considered the Budget & Reserves Review report as at month 11. There were no points of concern.

**RESOLVED** that any remaining funds in this committee's budget at the end of the financial year are vired as follows:

- £5,000 to be added to the Earmarked Reserves – Office Equipment

Members noted that recent purchase of IT devices for councillors and additional laptops for staff members to enable working from home during the last year, has resulted in a significant use of Earmarked Reserves – Office Equipment. It was also noted that,

although not yet confirmed by the Government, there are calls for hybrid meetings, which would require some additional technology provision.

**16/21 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**

Nothing to report.

There being no further business the meeting closed at 7.42pm

**MINUTES APPROVED (date):**

**SIGNED BY CHAIRMAN:**