

MINUTES OF A MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON WEDNESDAY 30TH MARCH 2022 AT 7.40PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD.

Committee Members present:

A Cooper (Chairman), Mrs M Cooper, S Hayes, Mrs J Hyde, D Matthews

Also present:

Mrs K Elliott-Turner - Town Clerk

15/22 APOLOGIES FOR ABSENCE

Apologies for absence were given by Councillor Collier.

16/22 DISCLOSURE OF MEMBERS INTERESTS ON MATTERS CONTAINED IN THE AGENDA AND REQUESTS FOR DISPENSATIONS

There were no disclosures of interests and no 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.

17/22 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

None present.

18/22 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION

Nothing to report.

19/22 NJC SALARY SCALES AGREEMENT

Members noted that the National Joint Council (NJC) for local government services has agreed the new rate of pay (an increase of 1.75%) applicable from 1st April 2021. The NJC scales relate to office staff pay scales only. Backpay will be due and is being paid in the 31st March 2022 salaries.

20/22 PROMOTIONAL GAZEBO

Members considered authorising the Clerk to purchase a replacement gazebo (current one is faulty), and to purchase a second gazebo suitable for our needs, to total in the region of £3,000. These gazebos would be used to promote council at external and in-house events.

RESOLVED that the Clerk is authorised to purchase x2 gazebos, size 3m x 3m, of the 'easy-up' style, including side panels, leg weights, with waterproof fabric, guttering, internal lighting and removable header banner 'Stotfold Town Council'.

21/22 BUDGET & RESERVES REVIEW

Members considered a budget update and reserves status report and considered any action necessary before the end of the financial year.

RESOLVED that, if available, the sum of £10,000 from remaining funds in this committee's budget at the end of the financial year is vired to the Office Equipment Earmarked Reserve (EMR) to go towards hybrid meeting technology and gazebo purchase. If less is available, then this amount is to be vired to the same EMR.

22/22 EXCLUSION OF PRESS & PUBLIC

The Chairman proposed that under section 3d of Standing Orders, the press and public, and non-committee members, are temporarily excluded whilst matters pertaining to confidential staffing matters are discussed and that they be instructed to withdraw from the meeting for the following agenda item only. **RESOLVED** by members.

23/22 OVERTIME WORKED

Members noted executive action taken by the Clerk in paying office staff overtime at their usual NJC hourly rate for hours worked outside their contracted hours whilst covering for colleagues and work not included in their job description.

RECOMMENDED that the Clerk is authorised to use her discretion for each occasion, to pay overtime to office staff for hours worked over and above their contracted hours and their contracted job description, at their usual NJC hourly rate. This would be in place of Time Off In Lieu (TOIL), and such occasions are to be reported to the committee. This arrangement is temporary and will be reviewed at each Establishment Committee meeting.

24/22 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

Nothing to report.

There being no further business the meeting closed at 8.12pm

MINUTES APPROVED (date):

SIGNED BY CHAIRMAN: