

# MINUTES OF A MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON WEDNESDAY 21<sup>ST</sup> JULY 2022 AT 7.00PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD.

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## Committee Members present:

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

## Also present:

K Elliott-Turner, Town Clerk

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### **62/22 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors B Collier, B Saunders, J Smith

### **63/22 DISCLOSURE OF MEMBERS INTERESTS ON MATTERS CONTAINED IN THE AGENDA AND REQUESTS FOR DISPENSATIONS**

There were no disclosures of interests or 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.

### **64/22 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES**

None present.

### **65/22 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION**

A query was raised about committees considering minutes of their previous meetings, and the Clerk advised that although currently in full council meetings, committees are asked to confirm minutes of their meetings are a correct record and council notes those minutes, this is not in fact correct procedure. This is because by doing so, you are in effect only asking committee members, which you cannot do. It should be full council noting the minutes of any meetings held during the month prior, and considering any recommendations from those minutes, but each committee should be considering their own minutes for accuracy, etc at their next meeting – not full council. This will be introduced from September.

### **66/22 CIVIC EXPENDITURE BUDGET**

Members considered increasing the budget for civic expenditure for the remainder of this financial year.

At last October's budget setting meeting, a figure was set for the Civic Allowance budget line (620/61) of £500. This budget is used to meet expenses incurred in the role of Mayor and Deputy Mayor, such as entry tickets, raffle tickets, etc, and also civic refreshments such as Civic Service or Commonwealth Day. It can also be used for anything linked to civic aspects of the council, such as work to the chains of office, purchase of flags, flowers, etc. As council now has the General Power of Competence, this allows us to spend on items under this budget, or any other, which an individual might do, thereby increasing the opportunities to spend if required.

In the last two months, since the election of Mayor and Deputy Mayor for this civic year, civic attendances totalled 15 – a mixture of meeting attendance and civic events. There is currently £237 available for the remainder of the financial year.

Attendance at such events or meetings is an important part of the role of Mayor and Deputy Mayor, enabling networking between local councils, getting to know local businesses, and raising the profile of Stotfold and of the town council.

Mayors usually also organise civic events/activities to raise money for the Mayor's charities, and funds may be required in order to do this. This year's Mayor's charities are MNDA (Motor Neurone Disease Association) and The Need Project.

**RESOLVED** that the total budget is increased to £1,500 for this year, and it is reviewed for next year.

#### **67/22 CIVIC REGALIA**

Members considered purchasing a fitted velvet collar (backing) for the Mayoral chain, at £266.81. This will help the chain sit better when worn and will protect the wearer's clothing. Members also considered the Deputy Mayor's badge/chain of office and Mayor's Consort badge/chain of office.

**RESOLVED** that a fitted velvet collar (backing) for the Mayoral chain is purchased.

The Clerk will bring options and costs for a Deputy Mayor's badge/chain of office back to committee to consider.

#### **68/22 COUNCILLOR & STAFF PHOTOS**

Members considered updating the councillor and staff photos – individual and group photos £650 plus vat to take on location (i.e. Greenacre Centre), full editing, supplying digital files and the right to reproduce.

**RESOLVED** that councillor and staff photos are updated at a cost of £650 plus vat.

#### **69/22 LOCUM CLERK**

Members considered appointing a locum Clerk, through the SLCC's locum clerk service, to cover the Clerk's upcoming holiday. This work would need to cover the Clerk's work, plus that of the Assistant Clerk, because the Clerk is currently doing this whilst she is on sick leave. Any cover would be for any meetings held whilst the Clerk is on leave, and part time working to cover the Clerk's responsibilities and cemetery matters.

**RESOLVED** that the Clerk is given authority to engage the services of a locum clerk to cover duties, as appropriate, whilst she is on leave.

#### **70/22 HUMAN RESOURCES & HEALTH & SAFETY ADVISOR**

Members considered proposals from two HR and H&S specialists – members noted links within the proposals reports to videos/demonstrations of their services.

**RESOLVED** that the specialist Human Resources and Health & Safety support is provided by Worknest, as per report, for a 5 year period.

A query is to be raised as to whether councillors may also benefit from training provided by Worknest, as well as staff.

**71/22 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**

Nothing to report.

**72/22 EXCLUSION OF PRESS & PUBLIC**

Under Section 3d of Standing Orders, the Chairman proposed that the press and public are temporarily excluded whilst matters pertaining to staff issues are discussed and that they be instructed to withdraw from the meeting for the following agenda item only. **PASSED BY MEMBERS**

**73/22 FACILITIES TEAM – TWO NEW ROLES AND ENHANCE EXISTING ROLE**

Members considered the confidential report on creation of two roles and enhancement of existing role, within a 'Facilities' team.

**RESOLVED** that a Property & Estates Technician and a Town Ranger are employed, as per confidential report. A review will be carried out at the start of next financial year as to whether a third person is to be employed. The creation of these roles will see redundancies being made elsewhere, and the new HR company, Worknest will be consulted on this action. If timescales require it, the temporary Handyman's contract will be extended to suit.

It was

**FURTHER RESOLVED** that the role responsibilities of the Administration Assistant (bookings) are increased, as per confidential report, as part of the creation of a 'Facilities' team, and salary scales are increased as proposed.

Costs will be sought for a second suitable vehicle for the Town Ranger. This vehicle will be a small utility vehicle and can therefore be stored in the tractor shed. Options to include whether we can purchase an electric vehicle, and implications of charging such a vehicle indoors.

There being no further business the meeting closed at 8.21pm.

**MINUTES APPROVED (date):**

**SIGNED BY CHAIRMAN:**