

# MINUTES OF A MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON WEDNESDAY 28<sup>TH</sup> SEPTEMBER 2022 AT 7.34PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD.

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## Committee Members present:

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

## Also present:

K Elliott-Turner, Town Clerk and one member of staff (attended virtually)

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### **74/22 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor J Smith

### **75/22 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.

### **76/22 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES**

None present.

### **77/22 MINUTES OF PREVIOUS MEETING**

**RESOLVED** that the minutes of the Establishment Committee meeting held on 21<sup>st</sup> July 2022 are confirmed as a correct record.

A member queried whether we have the options and costs for the Deputy Mayor's badge/chain of office yet, the Clerk advised that this was still to be actioned, together with costs for a second council vehicle, which will be considered nearer the point when we take on the new Town Ranger role.

### **78/22 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION**

Nothing to report.

### **79/22 GRANT APPLICATIONS**

Members considered new applications for funding (budget available £10,500).

Grants are awarded where the money is to be used for the direct benefit of the area, or part of it, or all or some of its inhabitants, and benefit obtained must be commensurate with the expenditure incurred. The decision of whether benefit would be in the interest of the area, or its inhabitants, and whether it would be commensurate with the expenditure incurred is made by the Council. Grants are awarded at the Council's discretion.

Members were reminded that as the Council has adopted the General Power of Wellbeing, no consideration into available powers is required. However, we may not go against any existing power which specifically prohibits something.

**RECOMMENDED** that the following grant is approved:

Stotfold Bowls Club

Amount granted: £1,000

Purpose of grant: to purchase equipment to maintain turf

**80/22 GRANT FEEDBACK FORMS**

Members noted the grant feedback form received from Stotfold Guides.

**81/22 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**

Nothing to report.

**82/22 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**

**83/22 STAFFING REPORT**

Members considered the following:

- i) Report regarding current office staffing levels and provision of support staff
- ii) Report on future staffing requirements and a business case

**RESOLVED**

- i) That the Clerk is permitted to arrange suitable temporary office support staff for admin duties, for a 6 month period, to be extended if required.
- ii) That the process for consulting in regard to potential redundancies is commenced, as per confidential report.

Thanks were given to the Administration Assistants for their hard work during this period.

There being no further business the meeting closed at 8.00pm.

**MINUTES APPROVED (date):**

**SIGNED BY CHAIRMAN:**