



MINUTES OF A MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON WEDNESDAY 17TH APRIL 2024 AT 7.30PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD.

Committee Members present:

Cllr S Hayes (Vice Chair), Cllr M Cooper, Cllr J Hyde, Cllr D Matthews, Cllr J Smith, Cllr J Talbot

Also present:

Cllr B Woods

E Payne - Town Clerk

S van der Merwe – Democratic Services Manager

118/24 APOLOGIES FOR ABSENCE

Apologies were received from Cllr S Buck. It was RESOLVED to:

Accept the apologies

119/24 DISCLOSURE OF MEMBERS INTERESTS ON MATTERS CONTAINED IN THE AGENDA

119.24.1 Pecuniary: There were no disclosures of pecuniary interests by Members in relation to items on the Agenda for this meeting.

119.24.1 Non-pecuniary: There were no disclosures of non-pecuniary interests by Members in relation to items on the Agenda for this meeting.

120/24 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

There were no members of the public present in this meeting.

121/24 MINUTES OF THE PREVIOUS MEETING

Members received the Minutes of the Establishment Committee meeting held on 27th March 2024. The following amendments to the Minutes were requested:

- The date of the meeting listed to be amended to 27th March 2024.
- The addition of colons to times listed in the Minutes i.e. 19:45.
- Page 25: Item 6.5a): Complaints Policy: Change “Carish Council” to “Parish Council”.
- Page 27: Item 6.7: Change “LGSP Discretionary Pension Policy” to “LGPS Discretionary Pension Policy”.

It was **RESOLVED** that, subject to the amendments listed above, the Minutes are **APPROVED** as a true record of the Establishment Meeting of 27th March 2024.

122/24 CLERK'S REPORT, CORRESPONDANCE RECEIVED AND MATTERS ARISING FOR INFORMATION.

The Town Clerk advised Members that evidence has been presented in the form of invoices for the spend of the Mossman EMR of £1,000 for outdoor re-decoration, fence painting and deep cleaning of the floor and that the funds have therefore been spent as intended.

123/24 REPORTS TO COMMITTEE

123/24.1 Grant Applications

Members received a grant application for consideration by Just Out, who provide sporting opportunities in Stotfold for teenagers. This grant application would cover the provision of additional sporting equipment.

The Town Clerk recommended the Grants Application Policy and procedure be updated with the bi-annual grant award periods, that is April and October every year. Grant applications can be made by interested parties at any time of the year, but the awards will only be made in April and October of the year.

The Town Council **APPROVED** the issue of a grant award of £1,000 to Just Out.

123/24.2 Budget 2023 – 24

Members were asked to review a list of budget variances and the Town Clerk gave additional context to explanations on those variances to the previously approved budget for 2023 – 2024 and allocations to the Ear Marked Reserves (“EMR”) Schedule.

Members **NOTED** the year-to-date budget.

Members **APPROVED** the virement of funds or transfers from the EMR Rec Rolling Improvements to the Allotments Maintenance & Repairs budget.

Members **NOTED** the budget variances and the relevant reasons for those variances.

123/24.3 Committee Structure and Calendar of Meetings 2024 – 2025

Members **APPROVED** the proposed Committee Structure and relevant Terms of Reference.

Members **APPROVED** the proposed Calendar of Meetings for the 2024 – 2025 municipal year.

The Town Clerk clarified that the Governance & Resources Committee will be made up of the Chairs of the current Committees, including the Mayor and Deputy Mayor as *ex-officio* members.

The Town Clerk will email Members with the amended structure of Committees.

Members debated the Town Council and Annual Statutory Meeting dates. The Town Clerk advised that these would be separate meetings.

123/24.4 Town Council Telephone System

The Town Clerk requested this item be brought to the next Committee Meeting as there is still one outstanding quote.

123/24.5 Review of Policies

Cllr Hyde asked where the Membership for the Complaints Committee will be drawn from. The Town Clerk suggested that the Membership of the Complaints Committee and its Terms of Reference, as well as an Appeal membership Terms of Reference will be included in the Governance & Resources Committee Terms of Reference, which would be agreed by the Annual Council Meeting.

It was **RESOLVED** to recommend to Council to adopt the Complaints Policy.

123/24.6 Bank Reconciliation

Members **NOTED** the bank reconciliation.

123/24.7 Work Programme

The Town Clerk & the Democratic Services Manager will update Members with planned dates for the presentation of Work Programme items.

Members **NOTED** the Committee's Work Programme.

124/4 DATE OF NEXT MEETING

Following the adoption of the amended Committee Structure and Calendar of Meetings for 2024 -2025 the next Governance & Resources Committee Meeting will be held on 22nd May 2024.

The Chairman closed the meeting at 19:46.

SIGNED BY CHAIR: _____

MINUTES APPROVED (date): _____