

MINUTES OF A MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON WEDNESDAY 25TH FEBRUARY 2015 AT 7.20PM IN THE COUNCIL CHAMBER, SIMPSON CENTRE, STOTFOLD

Committee Members present: A Cooper (Vice-Chairman)
Mrs S Bundock Mrs M Cooper
S Hayes B Saunders

Also present: The Town Clerk

8/15 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Collier and Mrs Hyde.

9/15 DISCLOSURE OF MEMBERS INTERESTS

There were no disclosures of interest. 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.

10/15 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSE

None present.

11/15 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION

Nothing to report.

12/15 FINANCIAL REGULATIONS

Members considered the draft revised Financial Regulations as per recent legislation change, according to the NALC model document.

Recommended that the revised Financial Regulations are adopted by Council, with insertion of figures and amendments made at this meeting. Where required, the Standing Orders will be amended to reflect changes to figures – Financial Reg. 4.5 regarding Clerk's delegated urgent expenditure figure.

13/15 TRANSPARENCY CODE 2014

A report from the Clerk was previously circulated to Members outlining the requirements of the Transparency Code 2014 and the measures being taken by the Clerk to ensure that all relevant data is published as per the Code. A copy of the report is available on file.

14/15 PURCHASE OF OFFICE CHAIR

Members considered the purchase of a third office chair from Staples (currently on offer) to match the current office chairs and to be used in the new community building. Cost £66.66 (plus vat) from Office Equipment Earmarked Reserves. As the company no longer takes business cheques and staff are no longer permitted to use their own payment methods, authorisation is required to pay for this item of furniture via BACS – requires Council approval.

Recommended that BACS payment method is used to purchase the required piece of office furniture.

15/15 ITEMS FOR INFORMATION PURPOSES RELEVANT TO THIS COMMITTEE ONLY

Nothing to report.

There being no further business the meeting was closed at 7.54pm

CHAIRMAN

DATED