

**MINUTES OF A MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON WEDNESDAY 25<sup>TH</sup> MARCH 2015 AT 8.00PM IN THE COUNCIL CHAMBER, SIMPSON CENTRE, STOTFOLD**

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Committee Members present: B Collier (Chairman)

A Cooper	Mrs M Cooper
S Hayes	Mrs Hyde
B Saunders	

Also present: The Assistant Clerk

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**16/15 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Bundock

**17/15 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.

**18/15 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSE**

None present.

**19/15 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION**

Nothing to report.

**20/15 UNITY TRUST BANK**

Members were given information regarding Unity Trust Bank and considered the option of changing current accounts and it was

**Resolved** that Unity Trust Bank would provide current account facilities for Stotfold Town Council.

**21/15 ADOBE PROFESSIONAL**

Members considered upgrading the Adobe Acrobat software to Adobe Professional, which would allow multiple PDF files to be saved as one file, organize documents and sign documents electronically at a cost of £175.00 + v.a.t.

**Resolved** that the software upgrade to Adobe Acrobat at a cost of £175.00 + v.a.t is approved

**22/15 STAFF TRAINING**

To approve the Clerk's attendance at the SLCC National Conference – 15<sup>th</sup> to 17<sup>th</sup> October 2015, Hinckley, Leicestershire – fee £395 (plus mileage). Agenda to be confirmed, but attendance will give opportunity to hear direct from officials from Department of Communities & Local Government, keep technically up to date with recent legislation and regulation changes, and network with colleagues.

**Resolved** that the Clerk's attendance at the SLCC National Conference at a cost of £395 + v.a.t. + mileage is approved.

**23/15 PURCHASE OF PHOTOCOPIER**

Members were asked to approve executive action taken by the Clerk in purchasing a photocopier for the office to replace the broken item. Cost £2,599 plus vat – purchased outright with an agreed cost per print/copy. Cost includes installation and networking, removal of old photocopier, all parts and consumables, colour/mono toner, preventative maintenance and all callouts and labour.

**Resolved** that executive action taken by the Clerk in purchasing a photocopier at a cost of £2,599 + v.a.t. is approved.

**24/15 BUDGET & RESERVES UPDATE**

Members considered the budget update and reserves status and it was:

**Resolved** that that any remaining funds available in the Committee budget at the end of the financial year, is vired to Earmarked Reserves – Joint Relocation Fund.

**25/15 ITEMS FOR INFORMATION PURPOSES RELEVANT TO THIS COMMITTEE ONLY**

Nothing to report.

There being no further business the meeting was closed at 8.26pm

**CHAIRMAN**

**DATED**