

**MINUTES OF A MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON WEDNESDAY 29<sup>TH</sup> APRIL 2015 AT 7.50PM IN THE COUNCIL CHAMBER, SIMPSON CENTRE, STOTFOLD**

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Committee Members present: B Collier (Chairman)

Mrs S Bundock	A Cooper
Mrs M Cooper	S Hayes
Mrs J Hyde	B Saunders

Also present: the Town Clerk

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**26/15 APOLOGIES FOR ABSENCE**

There were none, as all Committee Members were present.

**27/15 DISCLOSURE OF MEMBERS INTERESTS**

There were none. 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.

**28/15 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES**

There were none.

**29/15 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION**

Minute 20/15 – the new Unity Trust bank accounts are ready to be set up – Council will be asked to approve signatories to the accounts, who must have email access to authorise payments. Council will also be asked to approve retention of some of the existing Barclays accounts. This maximises types of use, i.e. Imprest account for salaries (not provided by Unity Trust bank), and reduces risks associated with holding all Council monies with one bank.

**30/15 CREDIT CARD**

As per new Financial Regulations reflecting recent legislation changes, Members considered approving setting up a Town Council credit card with Barclaycard. Free for the first year, then a yearly fee of £74.00. Credit limit is £2,000. Debt is to be cleared in full every month by direct debit, so no interest due on any expenditure – thus the yearly fee. The card is to be used by the Town Clerk/RFO only, as per legislation and Financial Regulations, and any expenditure is to be approved/reported to Council. Members were reminded of examples where the card may be used, e.g. where a supplier no longer takes cheques or is unwilling to set up a supplier account for the Town Council. It may also to be used in cases of emergency, where the Clerk has been given delegated powers.

**Recommended** that approval is given to the setting up of a Barclaycard credit card, as per charges, credit limit and repayment information referred to above.

**31/15 EXECUTIVE ACTION – PURCHASE OF OFFICE SHREDDER**

Members were asked to approve the executive action taken by the Clerk in purchasing an office shredder. Cost £139.00 plus vat from Viking Direct. Funds from this Committee's Earmarked Reserves Office Equipment.

**Resolved** that the executive action taken by the Clerk in purchasing an office shredder at £139.00 plus vat is approved.

**32/15 GRANT APPLICATIONS & FEEDBACK FORMS RECEIVED**

Members considered new applications for funding.

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.

**Recommended** that the following grants are approved:

<b>Organisation</b>	<b>Purpose of Grant</b>	<b>Amount Awarded</b>
Stotfold Bowls Club	Purchase x6 bowl collectors (LGA (M.P.) 1976 s19)	£250
Stotfold Twirlers	New music system for training and displays (LGA (M.P.) 1976 s19 & LGA 1972 s145)	£180
Mid Beds Link-A-Ride	Running costs (Transport Act 1985 s106a)	£500
Bobby Scheme (annual, this is the last year to contribute, of 5)	Crime prevention for the elderly (LG & Rating Act 1997 s31)	£250
The Need Project Central Bedfordshire	To provide items of food which are not regularly given by donors, and associated costs with delivering parcels (LGA 1972 s137)	£400 ( <b>subject to supply and approval of information detailed below</b> )
Magpas	Non-salary running costs such as medicine, operational equipment and medical consumables (LGA 1972 s137)	£500

The grant to the Need Project Central Bedfordshire is subject to receipt of additional information being presented to, and agreed by, Council. Information required includes more understanding of the purpose of the organisation, clarity over their accounting period detailed in their financial supporting papers, clarification on numbers of people/families being helped by their organisation, and queries on their accounting breakdown detail.

**Further recommended** that subject to approval of the above grants, the sum of £900 is vired from the grants budget to the Section 137 budget to cover grants awarded under Section 137 powers.

The Need Project is also to be referred to the grant process of the Eleemosynary Charity of William Field, as assisting those in need is specifically within their remit.

Feedback responses received

- Red Bear Children's Centre - £1,500 to purchase teaching materials for vulnerable families
  - Vitalise - £750 towards costs of respite breaks
  - Roecroft Centre Charitable Trust - £780 towards replacement main doors
  - Mid Bedfordshire Citizens Advice Bureau - £750 towards 'Outreach' home visiting service
- Copies of the above feedback forms were previously circulated to Members.

**33/15 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**

Nothing to report.

There being no further relevant business, the meeting was closed at 8.27pm

**CHAIRMAN**

**DATED**