

MINUTES OF A MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON WEDNESDAY 22ND JULY 2015 AT 8.00PM IN THE COUNCIL CHAMBER, SIMPSON CENTRE, STOTFOLD

Committee Members present: A Cooper (Chairman)

B Collier	Mrs S Bundock
Mrs A Clarey	Mrs M Cooper
Mrs J Hyde	

Also present: the Town Clerk

34/15 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Hayes and Saunders.

35/15 DISCLOSURE OF MEMBERS INTERESTS ON MATTERS CONTAINED IN THE AGENDA

There were none. Members were reminded that if any time during the meeting they feel they have an interest in an item being discussed, they should declare it at that point.

36/15 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

None present.

37/15 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION

Nothing to report.

38/15 STAFF TRAINING

Members were asked to consider approving staff attendance at forthcoming training session/conference.

Training/Conference: SLCC National Conference

Attendee: Town Clerk

Cost: £395 plus vat (early bird rate)

Date & location: Thursday 15th to Saturday 17th October 2015, Hinckley, Leicestershire

Special cover required: none

Subject matter: social media for local Councils, facilitative communication, managing risk, local Councils and their communities, employment law, transparency and audit, range of exhibitors available

Training/Conference: RBS Cemetery software training

Attendee: x3 office staff

Cost: £399 plus vat, plus mileage from Swindon

Date & location: Tuesday 25th August 2015, all day at Town Council offices

Special cover required: as training will be held in-house, office closure required

Subject matter: refresher on using RBS Cemetery software package – day to day Cemetery administrator does not require additional training, this training is to ensure that all staff are fully trained on how to use the software in the event of absence.

Resolved that approval is given for the Clerk to attend the SLCC National Conference and RBS Cemetery software training is to be approved for x3 members of office staff, to be held in-house with the required office closure.

Councillor Cooper also expressed an interest in attending the RBS Cemetery software training as he wished to understand how the software works and how our records are kept.

39/15 TOWN PLAN

Members were asked to identify investigations to be carried out by the Town Plan Implementation Group, pertaining to this Committee. A copy of Committee relevant sections of the Town Plan was previously provided to Members, together with a copy of the updated Town Plan Monitoring Sheet.

As Chairman of the Town Plan Implementation Group, Councillor Mrs Clarey referred to the 'Town Council's communication with residents' section of the Town Plan.

The Town Council has:

- provided notice boards inside the Memorial Hall, on the Green, outside the Simpson Centre, Hallworth Drive, outside the Co-operative store;
- communicated with residents through its regular pages in the Stotfold News magazine;
- provided information through the local newspaper correspondent, Mrs Christine Webster;
- provided information electronically via the Town Council's website and Facebook page;
- used general press coverage, although it is not always possible to get articles printed, and can be time consuming to organise;
- engaged with residents at Town Council Surgeries in the Council offices and outside the Co-operative store, stands at the Festival Week Fete and Mill events;
- identified space on the outside of the new community building on which to site information notice boards. Information will also be available inside the building.

It was noted that despite all above methods of communicating with residents, some still fail to engage with the Town Council.

There were no additional items identified for the Town Plan Implementation Group to action or investigate, pertaining to this Committee.

40/15 EXCLUSION OF PRESS AND PUBLIC

The Chairman proposed that as per Standing Order 1.3 and the Public Bodies (Admission to Meetings) Act 1960, the Chairman will propose that the press and public are temporarily excluded whilst commercially sensitive matters are discussed and that they be instructed to withdraw from the meeting for the next agenda item.

Passed by Members

41/15 DISPOSAL OF LAND ASSET

Members considered a request from a neighbouring property of the Simpson Centre building to purchase a small section of Town Council land to add to their garden boundary. Together with any charge for the land, the resident has confirmed their willingness to meet the Town Council's legal fees. A local estate agent has provided a value for the area of land in question.

Resolved that the request to purchase the piece of land, measuring 6.6m x 1.8m, is accepted and that the charge to purchase the land is as per the estate agent's valuation, with the resident also meeting the Town Council's legal fees.

42/15 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

Nothing to report.

There being no further business the meeting was closed at 8.20pm

CHAIRMAN

DATED