

**MINUTES OF A MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON WEDNESDAY 28th OCTOBER 2015  
AT 7.15PM IN THE COUNCIL CHAMBER, SIMPSON CENTRE, STOTFOLD**

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Committee Members present: A Cooper (Chairman)  
Mrs A Clarey B Collier  
Mrs M Cooper S Hayes  
B Saunders

Also present: The Assistant Clerk

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**51/15 APOLOGIES FOR ABSENCE**

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

**52/15 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.

**53/15 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES**

No members of the public present.

**54/15 EXCLUSION OF PRESS & PUBLIC**

The Chairman proposed that the press and public be temporarily excluded whilst matters pertaining to staff salaries are discussed and that they be instructed to withdraw from the meeting for the following agenda item only.

**Passed by Members.**

**55/15 STAFF SALARIES FOR YEAR 2016/2017**

**Resolved** – confirmed that, as per staff contracts, there is no incremental increase to staff salaries, however an allowance to cover any nationally negotiated increase is to be included in the budget setting.

At the conclusion of this item, the press and public were permitted to return to the meeting.

**56/15 REVIEW OF ACTIVITIES AND EXPENDITURE PRIOR TO CONSIDERING ESTIMATES**

Members considered the previously circulated report regarding expenditure.

**57/15 ESTIMATES FOR YEAR 2016/2017**

Members were previously provided with a copy of the figures for the first six months of the current financial year and undertook an appraisal before the estimates of the general running costs for the Committee were considered. Councillor Collier confirmed that he would help the Clerk with the preparation of the precept request and was thanked by Members of the Committee.

Estimate figures for 2016/2017

Estimated running costs:	£188,800
Less estimated income:	£ 400
<b>Total</b>	<b>£188,400</b>

Earmarked Reserves

Office Equipment Fund	£ 2,500
Election Fund	£no additional funds
Relocation Fund (joint Buildings Cmte)	£ 224.00

**Total £ 2,774.00**

**Recommended that**

- i) The sum of £188,400 is submitted as this Committee's budget request for 2016/2017.
- ii) The sum of £2,774.00 is submitted as this Committee's Earmarked Reserves request for 2016/2017.
- i) These amounts are to be submitted back to this Committee, together with estimates of other Committees, to calculate required Precept for 2016/2017.

**58/15 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**

Nothing to report.

There being no further business the meeting was closed at 7.35pm

**CHAIRMAN**

**DATED**