MINUTES OF A MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON THURSDAY 28TH JANUARY 2016 AT 7.10PM IN THE COUNCIL CHAMBER, SIMPSON CENTRE, STOTFOLD

Members present: A Cooper (Chairman)

B Collier Mrs A Clarey
Mrs M Cooper S Hayes

B Saunders

Also present: the Assistant Clerk

1/16 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Mrs J Hyde.

2/16 DISCLOSURE OF MEMBERS INTERESTS ON ITEMS CONTAINED IN THE AGENDA

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.

3/16 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

There were none.

4/16 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION Nothing to report.

5/16 POST OF ASSISTANT CLERK

Following the recent resignation of the Assistant Clerk, the Town Clerk has advertised the position to be filled as soon as practicable after the current post holder has left. Councillor Collier thanked the Assistant Clerk for all her hard work during her time at Stotfold Town Council

Members were asked to recommend approval of overtime of Administration Assistant/s to provide additional office support if required, approve occasional cover for meetings should the Clerk be absent and to determine Members for interview panel.

Recommended that approval is given for overtime for the administration assistants to provide additional office support at their current hourly rate.

Further recommended that locum cover is approved for Town Council meetings if necessary. Members felt that cover for Committee Meetings could be provided either by the Administration Assistants or by one of the attending Councillors.

Resolved that the interview panel will consist of Councillors Mrs Bundock, Collier and Cooper with Councillor Mrs Clarey as first reserve and Councillor Saunders as second reserve.

6/16 EXCLUSION OF THE PRESS & PUBLIC

The Chairman proposed that under Section 60 of LGA 1972 that:

The press and public are temporarily excluded whilst matters pertaining to confidential issues are discussed and that they be instructed to withdraw from the meeting

The Chairman added that under this Committee's Term of Reference forming part of Council's Standing Orders, discussions under the following agenda item and any resolution is to be kept confidential within Committee Members until the Annual Town Meeting, and as such, only Members of this Committee are permitted to be present during the following item.

Passed by Members

7/16 CIVIC AWARDS

Members considered nominations for Citizens Awards. Nominees must be someone who has made a valuable contribution to the life of the community. You can't nominate yourself, and Councillors cannot be nominated.

Resolved that the Citizen Award/s are given this year, to be presented at the Annual Town Meeting in March, and the name/s of the recipient/s are to be kept confidential and within this Committee's Membership only until that time.

The meeting was opened again to the public.

8/16 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY Nothing to report.

There being no further business the meeting was closed at 7.29pm

CHAIRMAN DATED