

MINUTES OF A MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON WEDNESDAY 27TH APRIL 2016 AT 7.40PM IN THE COUNCIL CHAMBER, SIMPSON CENTRE, STOTFOLD

Committee Members present: A Cooper (Chairman)

Mrs S Bundock
Mrs Hyde

Mrs M Cooper
B Saunders

Also present: the Town Clerk

18/16 APOLOGIES FOR ABSENCE

Apologies for absence have been received from Councillors Mrs Clarey, Collier and Hayes.

19/16 DISCLOSURES OF MEMBERS INTERESTS ON MATTERS CONTAINED IN THE AGENDA

Councillor Saunders declared an interest in the grant application from the Football Club as he is a member. Members were advised 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.

20/16 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

There were none.

21/16 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION

Nothing to report.

22/16 CEMETERY MANAGEMENT TRAINING

Members were asked to authorise the new Assistant Clerk to attend Cemetery Management training (provided by SLCC) taking place on 6th September 2016 in Maidenhead. Course cost £185 plus vat, plus mileage.

RESOLVED that the new Assistant Clerk is authorised to attend the Cemetery Management training taking place on 6th September 2016 at a cost of £185 plus vat, plus mileage, with funds from the Staff Training budget.

23/16 LOCAL COUNCIL FINANCE TRAINING

Members were asked to authorise the new Finance Assistant to attend Local Council Finance training (provided by SLCC) taking place on 14th September 2016 in Milton Keynes. Course cost £125 plus vat, plus mileage.

RESOLVED that the new Finance Assistant is authorised to attend the Local Council Finance training taking place on 14th September at a cost of £125 plus vat, plus mileage, with funds from the Staff Training budget.

24/16 EXECUTIVE ACTION – STAFF VACANCIES – ADVERTISING

Members were asked to approve executive action taken by the Clerk, in consultation with the Chairman, to advertise the current three staff vacancies across local newspapers at a total cost of £518 plus vat.

RESOLVED that the executive action taken by the Clerk, in consultation with the Chairman, to advertise the three staff vacancies at a cost of £518 plus vat is approved, with funds from the Advertising budget.

25/16 PURCHASE OF ITEMS FOR GREENACRE CENTRE

Members were previously provided with an initial list of items required for the Greenacre Centre, relevant to this Committee, which included notice boards, office chairs, archive shelving, monitor stands, etc.

RESOLVED that the Clerk is given delegated power to spend up to £3,000 on the items contained in the initial purchase list (on file), from the Relocation Fund.

26/16 GREENACRE CENTRE NETWORKING

Members were asked to give the Clerk delegated powers, in conjunction with the Chairman, to instruct an appropriate company to install required networking for the Greenacre Centre, after seeking advice and quotations. Initial indication of costs is approximately £12,000.

RESOLVED that the Clerk is given delegated powers, in conjunction with the Chairman, to instruct an appropriate company to install required networking for the Greenacre Centre, after seeking advice and quotations. Funds from the Relocation Fund.

27/16 GREENACRE CENTRE TELEPHONY

Members were asked to give the Clerk delegated powers, in conjunction with the Chairman, to purchase and have installed an appropriate digital telephone system for the Greenacre Centre. Indication of costs: to purchase system outright in the region of £2,500 plus line rental and call charges, or monthly in the region of £250 rental including charges.

RESOLVED that the Clerk is given delegated powers, in conjunction with the Chairman, to purchase and install an appropriate telephone system for the Greenacre Centre. Funds from the Relocation Fund.

28/16 GRANT APPLICATIONS & FEEDBACK FORMS RECEIVED

Members noted the grant feedback forms received for grants awarded at the September meeting:

Feedback responses received

- Revitalise, £750 towards costs of respite breaks
 - Roecroft Centre Charitable Trust, £940 towards repair work to damage caused by damp at the Centre
 - Stotfold Guide Association, £173.99 towards an activity shelter and toy storage
 - Stotfold Scout Group, £700 towards purchase of an events shelter
- Copies of the above feedback forms were previously circulated to Members.

Members considered new applications for funding (budget available for all grants £10,000).

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.

Where Members had declared an interest on a grant application, they left the meeting during consideration and voting on that application.

RECOMMENDED that the following grants are approved:

| Organisation | Purpose of Grant | Amount Awarded |
|---|---|-----------------------|
| 1st Stotfold Scout Group | Purchase of tents and compasses (Local Government (Misc. Provisions) Act 1976 s19) | £1,082 |
| The Whitbread Wanderbus Ltd | Assist in vehicle running costs (Transport Act 1985 s106a) | £1,500 |
| Stotfold Football Club | Purchase commercial washing machine and tumble dryer (Local Government (Misc. Provisions) Act 1976 s19) | £1,500 |
| Mid Bedfordshire Citizens Advice Bureau | Assistance in providing outreach service (Local Government Act 1972 s137) | £350 |

With regard to the grant application from Sleepy Lions, Members felt that we cannot fund ongoing costs such as salaries, as per our grant policy, therefore it was:

FURTHER RECOMMENDED that the grant application from Sleepy Lions is turned down. They are to be advised that unfortunately this Council cannot fund ongoing costs such as salaries.

FURTHER RECOMMENDED that subject to approval of the above grants, the sum of £350 is vired from the grants budget to the Section 137 budget to cover grants awarded under Section 137 powers.

29/16 ITEMS FOR INFORMATION PURPOSES ONLY

Nothing to report.

There being no further business the meeting was closed at 8.05pm

CHAIRMAN

DATED