

**MINUTES OF A MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON WEDNESDAY 20<sup>TH</sup> JULY 2016 AT 7.46PM IN THE COUNCIL CHAMBER, SIMPSON CENTRE, STOTFOLD**

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Committee Members present: A Cooper (Chairman)

Mrs S Bundock  
S Hayes  
B Saunders

Mrs M Cooper  
Mrs J Hyde

Also present: Councillor Mrs A Clarey and the Town Clerk

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**30/16 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Collier.

**31/16 DISCLOSURE OF MEMBERS INTERESTS ON MATTERS CONTAINED ON 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.

**32/16 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES**

There were none present.

**33/16 PURCHASE OF FIRE RESISTANT CABINET**

Members considered purchasing a fire resistant cabinet for safe preservation of burial records. Cost would be in the region of £1,600 plus vat.

**RESOLVED** that a fire resistant cabinet is purchased at a cost of approximately £1,600 plus vat. Members to be advised of final cost once purchased.

**34/16 PROJECTOR – GREENACRE CENTRE**

Members considered detailed quotations for two types of ceiling/wall mounted projectors for use in the Council Chamber in the Greenacre Centre.

HertsMedia AV

Ultra-short throw projector, passive display panel, connections and installation £1,460 plus vat

Projector (not ultra-short throw), passive display panel, connections and installation £1,058 plus vat

**RESOLVED** that the quotation for the projector (not ultra-short throw) at £1,058 plus vat is accepted.

**35/16 WINDOW BLINDS – GREENACRE CENTRE**

Members were asked to give the Clerk delegated powers to purchase and install window blinds to the reception office, Clerk’s office, staff kitchen, Council Chamber and Maple Room, on the grounds of security as currently any equipment in the building would be visible from the outside.

**RESOLVED** that the Clerk is permitted to use her delegated spending powers (on the basis of Council security) of up to £5,000 to purchase and install window blinds to rooms referred to above.

**36/16 EXCLUSION OF PRESS AND PUBLIC**

The Chairman proposed that under Section 60 of the Local Government Act 1972, the press and public are temporarily excluded whilst matters pertaining to staff issues are discussed and that they be instructed to withdraw from the meeting. **Passed by Members**

**37/16 TOWN CLERK'S OVERTIME**

The number of Town Council office staff halved from February this year and since then both existing staff members have significantly increased their working hours to cover those vacant positions. Approval has previously been given for the Administration Assistant to work and be paid additional hours as required. As the Town Clerk has been unable to take any holiday or use time accrued this year and won't be able to until September due to staff shortages and office relocation, Members considered paying the Town Clerk's accrued overtime – holiday owed is to be taken as such at a later date.

**RESOLVED** that the Clerk's accrued overtime is paid, and that her holiday owed is taken as such when time allows.

**Members of the press and public were readmitted**

Members also discussed the additional work and extra hours currently being required of our Handyman during this relocation period and the short notice in which he is sometimes given.

**RESOLVED** that he is paid £500 to cover additional hours required of him during the relocation period.

**38/16 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**

There were none.

There being no further business the meeting closed at 8.17pm

**CHAIRMAN**

**DATED**