

**MINUTES OF A MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON WEDNESDAY 23<sup>RD</sup> NOVEMBER 2016 AT 7.10PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD**

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Committee Members present: A Cooper (Chairman)

Mrs S Bundock	B Collier
Mrs M Cooper	S Hayes
Mrs J Hyde	B Saunders

Also present: Councillor Mrs A Clarey and the Town Clerk

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**47/16 APOLOGIES FOR ABSENCE**

There were none, as all Committee Members were present.

**48/16 DISCLOSURE OF MEMBERS INTERESTS ON MATTERS 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.

**49/16 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES**

None present.

**50/16 ATTENDANCE AT CONFERENCE**

Members considered approving the Town Clerk's attendance at the SLCC Practitioners Conference taking place on 23<sup>rd</sup> and 24<sup>th</sup> February 2017 at Kenilworth, at a cost of £249 plus vat, plus mileage. Topics include: use of social media, risk assessments, the planning system, book keeping and accounts, business forecasting, employment regs, public relations.

**RESOLVED** that approval is given for the Town Clerk to attend the SLCC Practitioners Conference on 23<sup>rd</sup> and 24<sup>th</sup> February 2017. Funds from Clerk's expenses budget.

**51/16 SLCC MEMBERSHIP – ASSISTANT CLERK**

The Assistant Clerk has satisfactorily passed her probationary period and her continued employment has been confirmed. Members considered approving the Assistant Clerk's membership of the Society of Local Council Clerks (SLCC) at £187 per annum. This will give her access to a large amount of advice on a variety of topics, and cheaper attendance rates for training.

**RESOLVED** that approval is given to the Assistant Clerk's membership of the SLCC at £187 per annum.

**52/16 EXCLUSION OF THE PRESS AND PUBLIC**

The Chairman proposed that, as per Standing Orders, the press and public are 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.

**Passed by Members**

**53/16 STAFF SALARIES FOR YEAR 2017/2018**

A confidential office staff salaries report was previously circulated to Members, which indicated the salary scales for 2017/2018 financial year, as per contract agreements and the NJC salary scales. Members noted that the three new office staff members are not due incremental rises until the 2018/2019 financial year.

**RESOLVED** that incremental rises are applied to office staff salaries where applicable, and salaries are paid as per the confidential staff salaries report for 2017/2018, as per NJC salary scales and contract agreements.

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

**54/16 REVIEW OF ACTIVITIES AND EXPENDITURE PRIOR TO CONSIDERING ESTIMATES**

Salaries, NI & Pensions – figures for the current year do not reflect a usual working year, as we have had periods of time with very reduced staff numbers and new members have been taken on during different months.

**55/16 ESTIMATES FOR YEAR 2017/2018**

Members were previously provided with a copy of the figures for the first five months of the current financial year and undertook an appraisal before the estimates of the general running costs for the Committee were considered.

Estimate figures for 2017/2018

Estimated running costs:	£191,036
Less estimated income:	£ 600
<b>Total</b>	<b>£190,436</b>

Earmarked Reserves

Estab Office Equipment	£0
Estab Election Fund	£0
Relocation Fund	£0
<b>Total</b>	<b>£0</b>

**Note:** cost associated with the project to relocate the Football Club to Arlesey Road and sale of Roker Park have in the past been linked with the Town Enhancement cost centres on the accounting system, however, it seems more appropriate to link with this Committee, and so in the future will be shown with this Committee's budget reports. No budget has been allocated for this expenditure, and funds therefore come from General Reserves.

**Recommended that**

- i) The sum of £190,436 is submitted as this Committee's budget request for 2017/2018.
- ii) No funds are added to this Committee's Earmarked Reserves for 2017/2018.
- iii) These amounts are to be submitted back to this Committee, together with estimates of other Committees, to calculate required Precept for 2017/2018.

**56/16 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**

A request was made for a review of the Council's Public Works Loan Board outstanding loans to be carried out, to establish whether it would be cost effective to settle one or more of the loans, considering the early settlement penalties that will be applied. The review will be carried out before the end of this financial year.

There being no further business the meeting was closed at 7.36pm

**CHAIRMAN**

**DATED**