

**MINUTES OF A MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON WEDNESDAY 25TH JANUARY 2017
AT 7.21PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD**

Committee Members present: A Cooper (Chairman)

Mrs S Bundock

B Collier

Mrs M Cooper

S Hayes

Mrs J Hyde

Also present: Councillor C Phelps and the Town Clerk

1/17 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor B Saunders.

2/17 DISCLOSURE OF MEMBERS INTERESTS ON ITEMS CONTAINED IN THE AGENDA

Councillor Hayes declared an interest in the Citizens Award item. 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.

3/17 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

None present.

4/17 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION

Nothing to report.

5/17 STAFF TRAINING – SLCC REGIONAL SEMINAR

Members were asked to approve attendance at the SLCC Regional Seminar at Stansted for the Clerk and Assistant Clerk on Thursday 27th April 2017. £69 plus vat per person, plus mileage. Topics being covered: best practice use of social media, legal changes, discipline and grievance, coming financial changes, sector innovation.

RESOLVED that the Clerk and Assistant Clerk are permitted to attend the SLCC Regional Seminar on 27th April 2017 at £69 plus vat per person, plus mileage.

6/17 INSURANCE POLICY RENEWAL

Members were previously provided with quotes and copies of proposed insurance schedules for Zurich and WPS insurance companies.

RECOMMENDED that the insurance policy proposal from Zurich at £6,211.64 per year, for a three year term, is approved.

7/17 AMENDMENT TO GRANT AWARDED

Following the award of a grant of £1,500 to St Mary's School Association in the October/November round of grant considerations, a request has been made by the Association to use the funds for an alternative purpose, as the original project is now being funded by another source. They would now like to use the grant to purchase 2 sports activity boards, and would ensure that a plaque is secured next to them to reflect the Council's grant.

RECOMMENDED that the grant previously approved by Council of £1,500 to St Mary's School Association is permitted to be used for an alternative purpose – to purchase 2 sports activity boards.

Councillor Phelps left the meeting at this point.

8/17 PORTABLE PAYMENT TERMINAL – CARD PAYMENT MACHINE

Members considered quotes for a card payment machine for the Town Council offices, once relocated to the Greenacre Centre. The office finds that more and more people wanting to make payment to the Council, no longer have cheques and paying potentially large sums in cash is not feasible for some. It is also becoming difficult to ensure that holding cheques are obtained to cover against damages for party bookings.

Worldpay

- Purchase terminal one-off charge of £150 plus vat – replacement terminal free of charge should it become faulty
- 2.25% per transaction fee
- 4p authorisation fee for each transaction
- Portable, contactless, allows mobile phone payments
- PCI DSS Compliance is included in percentage transaction fee

Barclaycard

- £15 plus vat per month rental (cancellation fee £125)
- 2.6% per transaction fee
- Fixed unit, not contactless
- PCI DSS Compliance through Barclaycard's Data Security Manager is £8.50 plus vat per month

PCI DSS (Payment Card Industry Security Standard) is a set of security standards designed to ensure that all companies that accept, process, store or transmit credit card information maintain a secure environment.

Costs for fixed term contracts were not provided as they are suitable for businesses with larger and more numerous transaction.

RESOLVED that a Worldpay portable payment terminal is purchased, at the above charges and transaction fees – to be in place once the Town Council has relocated offices to the Greenacre Centre.

9/17 EXCLUSION OF PRESS & PUBLIC

The Chairman proposed that under Section 60 of the LGA 1972, the press and public are temporarily excluded whilst matters pertaining to confidential and commercially sensitive issues are discussed and that they be instructed to withdraw from the meeting for the following two agenda items.

Passed by Members

10/17 HANDYMAN, LANDSCAPE/GRASS CUTTING AND STREET LIGHTING CONTRACTS

Members considered tenders for the Handyman, Landscape/Grass Cutting and Street Lighting Contracts to commence 1st April 2017 for a six year period.

RECOMMENDED that the following contracts are awarded:

- Handyman – Mr Neal Siggers
 - Landscape/Grass Cutting – Mr Rik Golder
 - Street Lighting – Mr Terry Seymour
- Contracts to commence 1st April 2017 for a six year period

Members were advised that as per this Committee's Terms 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. Any Members declaring an interest left the meeting during the appropriate part of discussions and voting.

11/17 CITIZENS 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.

12/17 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

Nothing to report.

There being no further business, the meeting was closed at 7.42pm

CHAIRMAN

DATED