

**MINUTES OF A MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON WEDNESDAY 26<sup>th</sup> JULY 2017 AT 7.45PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD**

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Committee Members present: A Cooper (Chairman)

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| Mrs A Clarey | B Collier  |
| Mrs M Cooper | Mrs J Hyde |
| B Saunders   |            |

Also present: the Assistant Clerk

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**32/17 APOLOGIES FOR ABSENCE**

Apologies for absence were received on behalf of Councillor S Hayes and the Town Clerk

**33/17 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.

**34/17 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES**

None present.

**35/17 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION**

Nothing to report.

**36/17 STAFF TRAINING**

- i) Members considered approval of the Clerk's attendance at the SLCC National Conference, 17<sup>th</sup> to 19<sup>th</sup> October 2017, Hinckley Island, Leicestershire. £440 plus vat, plus mileage.

**RESOLVED** that approval is given for the Clerk to attend the SLCC National Conference, 17<sup>th</sup> to 19<sup>th</sup> October 2017, Hinckley Island, Leicestershire at £440 plus vat, plus mileage.

- ii) Members considered approval of the Assistant Clerk to undertake the CiLCA (Certificate in Local Council Administration) £250. On successful completion of the Certificate, as per contract, the Assistant Clerk will be entitled to one salary point increase.

**RESOLVED** that approval is given for the Assistant Clerk to undertake the CiLCA (Certificate in Local Council Administration) £250.

**37/17 ITEMS FOR INFORMATION PURPOSES ONLY**

Members discussed the Town Council Citizens Awards scheme. Under the current terms of reference, a Town Councillor cannot be nominated for an award. Members discussed whether as a non- political Town council, if this should apply to our serving councillors. It was also noted that other town councils have awarded the Freedom of the Town to individuals. Members asked for this topic to be included on the next meeting agenda for discussion.

There being no further business the meeting was closed at 8.35pm

**CHAIRMAN**

**DATED**