MINUTES OF A MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON WEDNESDAY 25TH OCTOBER 2017 AT 7.30PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD

<u>Committee Members present</u>: B Collier (Vice-Chairman)

Mrs A Clarey B Saunders

S Hayes

Also present: the Town Clerk – Mrs K Elliott-Turner

46/17 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Cooper, Mrs Cooper and Mrs Hyde.

- **47/17 DISCLOSURE OF MEMBERS INTERESTS ON MATTERS CONTAINED IN THE AGENDA** There were none. Members were reminded that if at any point during the meeting they feel they have an interest in an item being discussed, they should declare it at that point.
- **48/17 PUBLIC PARTICIPATION, QUESTIONS, COMMENTS & RESPONSES** None present.
- **49/17 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION** Nothing to report.

50/17 RECOGNITION OF EXCELLENCE WITHIN THE COMMUNITY

At a previous meeting of this Committee, Members requested future consideration of enabling recognition of the contribution current serving Town Councillors make to the community, not for their work as a Councillor, but for their contribution outside of Council business.

To recognise outstanding contribution made by individuals to the community of Stotfold, we currently have a Citizens Award scheme in place. Nomination criteria prevents a current Town Councillor from being nominated.

There are other methods of recognising contribution, which carry on degree of contribution made and award given.

Options could include:

- Amending the Citizens Award scheme nomination criteria to allow receipt of nominations for Town Councillors for their work outside of Council business only;
- To consider awarding Freedom of the Town this award is nationally recognised and is given to exceptional individuals, who would take the title of Freeman of the Town;
- To nominate a person for a Queen's Honours.

Reports outlining the current Stotfold Citizens Award scheme criteria for nominations, Freedom of the Town – applicable legislation, criteria and process, and nominating procedure for the Queen's Honours were circulated to Members for consideration.

RECOMMENDED that the nomination criteria for Stotfold Citizens Awards is amended to allow a resident (not another Councillor) to nominate a serving Town Councillor for an Award, for work outside of Council business which has made a valuable contribution to the life of the community of Stotfold.

51/17 EXCLUSION OF THE PRESS & PUBLIC

The Chairman proposed that 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 two agenda items.

52/17 STAFF APPRAISALS

Staff appraisals are underway. Members are asked to consider a request from the Finance Assistant, supported by the Clerk, for an increase in hours to enable her to carry out her duties to better efficiency. A confidential report detailing the reasons for the request and potential increase to salary were circulated to Members.

RECOMMENDED that the Finance Assistant's hours are increased from 12 hours per week, to 20 per week, as from the next monthly pay period.

53/17 STAFF SALARIES FOR YEAR 2018/2019

A confidential office staff salaries report was previously circulated to Members, which indicated the salary scales for 2018/2019 financial year, as per contract agreements and the NJC salary scales.

RESOLVED that incremental rises are applied to office staff salaries where applicable, and salaries are paid as per the confidential staff salaries report for 2018/2019, 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.

The Clerk advised Members that she had received a letter of resignation from the afternoon Administration Assistant earlier today, and advised that she would need to start advertising for the position as soon as possible. She advised that she would be taking this opportunity to consider a minor office duties reshuffle before producing a job description for the position.

RESOLVED that as this is deemed an urgent matter, the Clerk is to advertise to fill the vacancy as soon as possible.

54/17 REVIEW OF ACTIVITIES AND EXPENDITURE PRIOR TO CONSIDERING ESTIMATES

Insurances

At renewal last year, the Clerk negotiated a much-reduced premium rate, resulting in a smaller budget requirement – for a 3-year period. The higher expenditure to date figure includes a pre-payment of the previous year – this is amended at year end for the start of the new financial year, as our insurance renewal date does not coincide with the financial year.

Advertising

We have an agreed number of pages within the Stotfold News, payable up front – when these are used up, we start the block payment again. Depending on when the pages are used up,

sometimes the advertising expenditure may seem overly high, or as at current, no expenditure to date. The new block payment for pages is due shortly.

55/17 ESTIMATES FOR YEAR 2018/2019

Members were previously provided with a copy of the figures for the first six 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 2018/2019

Estimated running costs:		£208,250
Less estimated income:		£ 500
	Total	£207,750
Earmarked Reserves		
Estab Office Equipment		£3,000
Estab Election Fund		£1,500
	Total	£4,500

Note: cost associated with the project to relocate the Football Club to Arlesey Road and sale of Roker Park are now linked on the accounts package with this Committee, however no budget has been allocated for this expenditure, and funds therefore come from General Reserves.

It was noted that the Legal Fees budget for 2018/2019 will also include the sum of £10,000, as previously approved by Council, for the Clerk of Works on the Arlesey Road site build.

RECOMMENDED that

- i) The sum of £207,750 is submitted as this Committee's budget request for 2018/2019.
- ii) The sum of £15,000 is submitted as this Committee's Earmarked Reserves request for 2018/2019.
- iii) These amounts are to submitted back to this Committee, together with estimates of other Committees, to calculate required Precept for 2018/2019.

56/17 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY There were none.

There being no further business, the meeting was closed at 8.20pm

CHAIRMAN

DATED