

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

Etab Office Equipment	£3,000
Etab 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