

**MINUTES OF A MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON WEDNESDAY 22<sup>ND</sup> NOVEMBER 2017 AT 8.15PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD**

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Committee Members present: A Cooper (Chairman)

B Collier	Mrs A Clarey
Mrs M Cooper	S Hayes
Mrs J Hyde	B Saunders

Also present: Councillor Mrs Bundock and the Assistant Clerk

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**57/17 APOLOGIES FOR ABSENCE**

There were none.

**58/17 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.

**59/17 PUBLIC PARTICIPATION, QUESTIONS, COMMENTS & RESPONSES**

None present.

**60/17 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION**

Nothing to report.

**61/17 INTERVIEW PANEL**

Members were asked to approve the interview panel for the Administration Assistant as Councillors Cooper, Collier and Hayes. Interviews will take place on Monday 27<sup>th</sup> and Tuesday 28<sup>th</sup> November 2017, with a start date for the successful applicant as the beginning of January 2018.

**RESOLVED** that Councillors Cooper, Collier and Hayes are approved as the Interview Panel for 27<sup>th</sup> and 28<sup>th</sup> November 2017.

**62/17 STAFF TRAINING**

Members were asked to approve the Clerk's attendance on the following course/conference: SLCC Webinar – Project Management: principal phases of a project, including definition, planning, implementation and completion, techniques to plan, monitor and control the project, understanding of project team roles, role and functions of project manager, project monitoring and evaluation methods, aims and objectives. Course is split into 3 modules over three dates (23<sup>rd</sup> January 2018, 21<sup>st</sup> February 2018, 21<sup>st</sup> March 2018). Total £90 plus vat

SLCC Practitioners' Conference, 22<sup>nd</sup> & 23<sup>rd</sup> February, Kenilworth: Topics PR – dealing with negative social media, Data Protection – new GDPR, conflict management, grievance & disciplinary, lessons for local Councils from Grenfell and other recent crisis events, running public bodies. Total £269 plus vat, plus mileage.

Members considered if attendance to this course and the Conference each year added any value to Stotfold Town Council and whether it was of any direct benefit to the day to day running of the Council.

It was agreed that the SLCC Webinar will be of direct benefit to the Council in the next year and would also be beneficial for the Assistant Clerk to also participate along with the Clerk. This would enable both to work together on forthcoming projects.

It was also noted that the last conference the Clerk was due to attend to represent the Council was cancelled. This forthcoming conference will also cover current relevant topics such as Data Protection – new GDPR. Members asked for reports to be submitted in all cases as to how the courses benefitted the attendees.

**RESOLVED** that the Clerk and Assistant Clerk both attend the SLCC Webinar sessions on 23<sup>rd</sup> January 2018, 21<sup>st</sup> February 2018, 21<sup>st</sup> March 2018. Feedback reports to be submitted by both participants to the committee.

The Clerk to also attend the SLCC Practitioners' Conference, 22<sup>nd</sup> & 23<sup>rd</sup> February, Kenilworth. Feedback report again to be submitted to committee as to benefits to participant.

**63/17 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**

There were none.

There being no further business, the meeting was closed at 8.48pm

**CHAIRMAN**

**DATED**