

**MINUTES OF A MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON WEDNESDAY 20<sup>TH</sup> DECEMBER 2017 AT 7.00PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD**

---

Committee Members present: A Cooper (Chairman)

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

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

---

**64/17 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Mrs Hyde.

**65/17 DISCLOSURE OF MEMBERS INTERESTS ON ITEMS 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.

**66/17 PUBLIC PARTICIPATION - QUESTIONS, COMMENTS & RESPONSES**

None present.

**67/17 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION**

**Clerk's Report**

Vacancy – Administration Assistant

Further to shortlisting and interviewing, it was concluded that we are unable to fill the position of Administration Assistant at this time. The position will therefore be re-advertised in the New Year.

Council Tax Referendums

The Clerk advised that in the recent Local Government Finance Settlement consultation, it was confirmed that the Government intends to defer the setting of referendum principles for Town and Parish Councils (when setting Precepts) for three years. This is conditional upon:

- The sector taking all available steps to mitigate the need for Council Tax increases, including the use of reserves where they are not already earmarked for other uses or for “invest to save” projects which will lower on-going costs, and;
- The Government seeing clear evidence of restraint in the increases set by the sector as a whole.

**68/17 PRECEPT FOR 2018/2019 FINANCIAL YEAR**

Members were asked to consider a report from the Clerk and the Precept amount to be requested from Central Bedfordshire Council for the financial year 2018/2019, for recommendation.

Members discussed the figures put forward. The current Band D property figure per year for Stotfold is 3218, dropping to 3213 for 2018/19. This is a reduction because the Band D figures

are estimated by Central Beds Council, and they over-estimated the number of Band D properties last year. The Town Council have £139,796 in General Reserves, which need to be built up over the next few years to at least half of the current Precept figure (recommended by Auditors) – this is to reduce the Council’s operating risk should we not receive any of our half year Precept figure from the Local Authority.

The proposed Precept increase of £9,394 from 2017/2018 is an increase of 2%, equating to a 2.2% increase on Band D figures, or an increase of £3.15 per Band D property over the year, which is £0.06p increase per week.

**RECOMMENDED** that the Precept figure of £470,434 for 2018/2019 be submitted to Central Bedfordshire Council.

**69/17 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**

There were none.

There being no further business, the meeting closed at 7.16pm

**CHAIRMAN**

**DATED**