

**MINUTES OF A MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON WEDNESDAY 28<sup>TH</sup> FEBRUARY 2018 AT 7.15PM 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

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**8/18 APOLOGIES FOR ABSENCE**

Apologies for absence were received from the Town Clerk – Councillor Mrs Cooper took the minutes in her absence.

**9/18 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.

**10/18 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES**

None present.

**11/18 CLERK’S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION**

Nothing to report.

**12/18 STAFF TRAINING**

Members were asked to approve the following staff training/conferences:

- Finance Assistant – SLCC training on VAT, 25<sup>th</sup> April 2018, Peterborough. £125 plus vat, plus mileage
- Assistant Clerk – SLCC Regional Training Seminar, 11<sup>th</sup> July 2018, Norwich. £75 plus vat, plus mileage, plus overnight accommodation £65.28 plus vat. Topics covered include: employing volunteers, GDPR, positive psychology and applications in the workplace, coming financial changes, legal questions answered, thinking outside the box – case study from your region
- Town Clerk – SLCC Leadership in Action Conference, 6<sup>th</sup> & 7<sup>th</sup> June 2018, Stratford-upon-Avon. £335 plus vat, plus mileage. Topics covered include: leadership in a challenging environment, GDPR compliance and accountability, paperless without compromising security, resilience skills, communication techniques to engage and reach your community
- Administration Assistant (pm) – SLCC training on Allotments – date and location to be confirmed, £165 plus vat, plus mileage

**RESOLVED** that attendance at the above training and conferences is approved.

**13/18 REPLACEMENT OFFICE LAPTOP**

Members were asked to consider purchasing a replacement laptop for the office and meeting use. The current laptop is very slow, despite our IT contractors working to speed it up and clear unwanted files, programs, etc.

Options are to purchase a replacement laptop from Assign IT, quote below, which would still be included on our service contract, and would require a couple of billable hours to bring it under support (install Office, Windows updates, our RBS software packages, set up profile, etc), or to purchase a more mobile tablet, which the Clerk could take to external meetings for easy access to emails and appropriate documents, or to purchase a laptop or tablet ourselves.

After discussion with Assign IT, they would recommend the laptop option over the tablet option for the office and meeting use. Tablets tend to have problems with overheating during presentations, also the screen will be much smaller.

Assign IT – replacement laptop

HP250 G6 Laptop, i5. 8GB SSD, 15.6” screen, DVD+/-RW, Windows 10 Pro, 3-year NBD warranty + site visit = £646.00 +VAT

Members agreed that a laptop would be preferable to a tablet, and discussions were held over whether the spec quoted for was needed entirely.

**RESOLVED** that the purchase of a replacement laptop is approved through Assign-IT, subject to negotiating the price and by reducing the spec, such as removing the DVD re-writer.

**14/18 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**

Nothing to report.

There being no further business the meeting was closed at 7.32pm

**CHAIRMAN**

**DATED**