

**MINUTES OF A MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON WEDNESDAY 27<sup>TH</sup> JUNE 2018  
AT 7.32PM 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
B Saunders	

Also present: Councillor B Sowinska and the Town Clerk - Mrs K Elliott-Turner

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**15/18 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Mrs Hyde.

**16/18 DISCLOSURES OF INTERESTS ON MATTERS CONTAINED IN THE AGENDA**

There were none.

**17/18 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES**

None present.

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

Nothing to report.

**19/18 CLERK’S SUMMARY OF ATTENDANCE AT CONFERENCE**

The Clerk circulated a report outlining topics covered at her recently attended SLCC Leadership in Action Conference, which included GDPR, Leadership Think Tank, use of technology in our sector, resilience in the workplace, setting the Precept, making your money work harder, reducing costs, organisation restructure, how to communicate more efficiently.

**20/18 EXECUTIVE ACTION – NALC CONFERENCE**

Members were asked to approve executive action taken by the Clerk in booking a place to represent the Town Council at the NALC Conference taking place 30<sup>th</sup> and 31<sup>st</sup> October at Milton Keynes. Booking was made to make use of the early booking saver rate, and as accommodation availability is limited. Cost £195 plus vat for conference, £135 (incl. vat) for accommodation (payment in advance). Agenda is to be produced but will include updates on the latest policy developments, Minister for Local Government, Shadow Secretary of State, Chief Executive of the Information Commissioner’s Office, workshop sessions (topics to be confirmed), sessions with sector specialists on council services and asset management, sector-specific exhibition, Star Council Awards 2018.

**RESOLVED** that the executive action taken by the Clerk in booking a place at the 2018 NALC Conference is approved, at a total cost of £307.50 plus vat.

**21/18 SLCC – NATIONAL CONFERENCE ‘ENGAGE, EMPOWER & EXCEED’**

Members were asked to approve attendance by the Clerk, representing the Town Council at the Society of Local Council Clerks National Conference taking place on 10<sup>th</sup> and 11<sup>th</sup> October. The agenda is to be finalised, but includes the Environment Agency's new guidelines on burials, using verbal and non-verbal communications, inspirational speaker, how to achieve a 'paperless' Council, Annual SLCC Awards and other workshop sessions. Cost £485 plus vat.

**RESOLVED** that the Clerk's attendance the 2018 SLCC National Conference, at £485 plus vat, is approved.

**22/18 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**

Nothing to report.

There being no further business, the meeting was closed at 7.35pm

**CHAIRMAN**

**DATED**