MINUTES OF A MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON WEDNESDAY 24TH OCTOBER 2018 AT 7.10PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD

<u>Committee Members present</u>: A Cooper (Chairman)

B Collier Mrs A Clarey
Mrs M Cooper S Hayes

Mrs J Hyde

Also present: Councillor Mrs S Bundock and the Town Clerk – Mrs K Elliott-Turner

29/18 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Saunders.

30/18 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.

31/18 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

None present.

32/18 STOTFOLD CHRISTMAS LIGHTS

Members considered recommending to Council that the figure of £3,000 is allocated to this year's Stotfold Christmas Lights display, as for the last 3 years displays. The Christmas Lights Committee funds are administered and held by the Town Council as majority stakeholder organisation. Although full Council has previously agreed funds, it does not have a specific budget line for such projects, therefore this request for £3,000 for this financial year is a recommendation, and Christmas Lights funds have now been tagged to this Committee from here onwards.

The Chairman, who is also the Chairman of the Christmas Lights Committee, advised that it costs in the region of £6,000 per year to provide the display and switch on, this includes the electrician's fees to carry out a safety check of the individual displays, erection and dismantling of the displays, purchase of new lighting units/strings, electrical installation of new displays, purchase of Christmas tree, switch on event. The Committee has already been carrying fund raising activities and donation collections and will continue during the next year.

RECOMMENDED that the sum of £3,000 is allocated to this year's Stotfold Christmas Lights display.

33/18 EXCLUSION OF PRESS AND PUBLIC

Under section 1.3 of Standing Orders, 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 agenda item only.

Resolved by Members

34/18 SALARY REVIEW - TOWN CLERK ROLE

Members were asked to consider a confidential report from the Chairman and Vice-Chairman, recommending a salary scale increase, following a review of the Town Clerk role.

RECOMMENDED that the Town Clerk role contract salary scale is increased to spinal points 48 to 51, with effect from the next salary period.

35/18 STAFF SALARIES FOR YEAR 2019/2020

A confidential office staff salaries report was previously circulated to Members, which indicated the salary scales for 2019/2020 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 2019/2020, as per NJC salary scales and contract agreements. The Town Clerk's salary is to be confirmed once Council has considered the recommendation in the previous agenda item.

At the conclusion of this item, the press and public were permitted to return to the meeting.

36/18 REVIEW OF ACTIVITIES AND EXPENDITURE PRIOR TO CONSIDERING ESTIMATES

Councillor Training

The Chairman advised that he had recently attended a BATPC meeting, where a comment was made that this Council does not attend many of their training events. The Clerk reminded Members that the training they provide is Chairmanship (3 levels), new Councillor induction training and occasionally local council finance. Our Members have attended all training sessions in the past, where appropriate. It was suggested that a request is put to BATPC to increase the number of training topics provided, and particularly in relation to Planning as legislation on this is updated frequently. The Clerk suggested getting together with other local Councils, such as Arlesey and Fairfield to undertake Councillor training. Sharing training fees would be more cost effective and we have a sufficiently large venue to accommodate. This will be investigated further. However, as Members felt that they should be attending training, the Councillor training budget should be increased for the next financial year.

37/18 ESTIMATES FOR THE YEAR 2019/2020

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 2019/2020

Estimated running costs: £TBC – depending on confidential recommendation regarding

salaries

Less estimated income: £ 200

Total £TBC

DRAFT

Earmarked Reserves

EMR – Estab Election Fund	£	5,000
EMR – Clerk of Works	£	5,000
EMR – Christmas Lights	£	4,000
EMR – Youth Work	£	5,000

RECOMMENDED that

- i) The sum of £TBC is submitted as this Committee's budget request for 2019/2020.
- ii) The sum of £19,000 is submitted as this Committee's Earmarked Reserves request for 2019/2020.
- iii) These amounts are to be submitted back to this Committee for collation with other Committee requests, in order to produce a draft Council budget and Precept request for approval by full Council

38/18 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY Nothing to report.

There being no further business, the meeting closed at 8.13pm

CHAIRMAN DATED