

MINUTES OF A MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON WEDNESDAY 30TH JANUARY 2019 AT 8.15PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD

Committee Members present: A Cooper (Chairman)

B Collier

Mrs M Cooper

S Hayes

Mrs J Hyde

B Saunders

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

1/19 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Mrs A Clarey.

2/19 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.

3/19 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

None present.

4/19 STANDING ORDERS REVIEW

As per current standing order 32.2, 'a motion to add or vary or revoke one or more of the Council's Standing Orders, not mandatory by law, shall be proposed and seconded, and a recommendation made by the Establishment Committee on amendments shall be put to the next full Council meeting'. Members were asked to consider draft standing orders following a review by the Clerk, in accordance with recent legislation changes.

The Clerk highlighted key changes to the standing orders, which included a complete re-order to follow the order of the model document. This will ease reviewing of the document in future. Typo errors were corrected, and two missing standing orders will be added in the appropriate place:

'A member shall stand when speaking at full Council meetings unless permitted by the Chairman to sit on account of infirmity.

a) If two or more members rise, the Chairman shall call upon one of them to speak and the others shall resume their seats.

b) Whenever the Chairman rises during a debate all other members shall be seated and silenced. Members are not required to stand at committee, sub-committee or advisory committee meetings.'

'Information and updates may be given on previous minutes by way of an agenda item 'matters arising for information purposes only'. No decisions may be taken on these updates. Similarly, information on general matters relating to the committee or Council may be given under 'items for information purposes, relevant to this Committee/Council only'. No decisions may be taken on these items.'

RECOMMENDED that the revised draft standing orders are adopted by Council.

5/19 DRAFT POLICIES

Members considered the following policies drafted by the Clerk:

- Press Policy
- Social Media Policy for Councillors
- Credit Control & Bad Debt Policy

Members requested an amendment to the Press Policy, 2.2 – remove reference to Members, as it was felt that press should only have access to the Clerk, and not Members.

RECOMMENDED that the amended (where appropriate) policies – Press Policy, Social Media Policy for Councillors and Credit Control & Bad Debt Policy are adopted by Council.

6/19 EXCLUSION OF PRESS AND PUBLIC

The Chairman proposed under Section 60 of LGA 1972 that:

The press and public are temporarily excluded whilst matters pertaining to confidential issues are discussed and that they be instructed to withdraw from the meeting for the following agenda item.

As per this Committee’s Terms of Reference, discussions under the following agenda item and resolution is to be kept confidential within Committee Members until the Annual Town Meeting.

Agreed by Members.

7/19 CITIZENS AWARDS

Members considered nominations for Citizens Awards. Nominees must be someone who has made a valuable contribution to the life of the community. You can’t nominate yourself, and Councillors may only be nominated by non-Councillors for things they have done outside of Council work. A list of previous years’ Citizens Award recipients was circulated to Members.

RESOLVED that the Citizen Award/s are given this year, to be presented at the Annual Town Meeting in March, and the name/s of the recipient/s are to be kept confidential and within this Committee’s Membership only until that time.

The meeting was opened again to the public and non-Committee Members.

8/19 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

Nothing to report.

There being no further business, the meeting closed at 8.53pm

CHAIRMAN

DATED