

MINUTES OF A MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON WEDNESDAY 23RD OCTOBER 2019 AT 7.25PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD

Committee Members present: A Cooper (Chairman)

B Collier Mrs S Bundock

Mrs M Cooper Mrs J Hyde

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

36/19 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors S Hayes and B Saunders.

37/19 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.

38/19 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

None present.

39/19 STAFF TRAINING/CONFERENCE

Members considered approving the Clerk's attendance at the SLCC Practitioners Conference being held on 26th/27th February 2020 at Kenilworth. Cost £325 plus vat, plus mileage. Topics include crime prevention & community safety, reducing energy bills and carbon emissions, beyond the code of conduct, the art of 'difficult' conversations, top appraisal techniques, accessibility statements, setting up a community interest company, circular economy resourcing communities, GDPR principles and policies, tackling climate change, dementia friendly communities, Town Council devolution journey.

RESOLVED that approval is given for the Clerk to attend the SLCC Practitioners Conference in February 2020 at Kenilworth.

40/19 EXCLUSION OF PRESS AND PUBLIC

Under section 3d of Standing Orders, it was:

RESOLVED that the press and public are temporarily excluded from the meeting whilst matters pertaining to staff are discussed and that they are therefore instructed to withdraw from the meeting.

41/19 STAFF SALARIES FOR YEAR 2020/2021

A confidential office staff salaries report was previously circulated to Members, which indicated the salary scales for 2020/2021 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 2020/2021, as per NJC salary scales and contract agreements.

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

42/19 REVIEW OF ACTIVITIES AND EXPENDITURE PRIOR TO CONSIDERING ESTIMATES

There were no items of note.

43/19 ESTIMATES FOR YEAR 2020/2021

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 2020/2021

Estimated running costs:	£219,450
Less estimated income:	£ 2,050
Total	£217,400

Earmarked Reserves

EMR – Christmas Lights	£ 4,000
EMR – Youth Work	£ 10,000

RECOMMENDED that

- i) The sum of £217,400 is submitted as this Committee's budget request for 2020/2021.
- ii) The sum of £14,000 is submitted as this Committee's Earmarked Reserves request for 2020/2021.
- 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.

44/19 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

Nothing to report.

There being no further business, the meeting closed at 7.55pm

CHAIRMAN

DATED