

MINUTES OF A MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON WEDNESDAY 24TH JULY 2019 AT 7.15PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD

Committee Members present: A Cooper (Chairman)

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| B Collier | Mrs S Bundock |
| Mrs M Cooper | S Hayes |
| Mrs J Hyde | B Saunders |

Also present: Councillors S Buck and G Russell, and the Town Clerk – Mrs K Elliott-Turner

22/19 APOLOGIES FOR ABSENCE

There were none, as all committee members were present.

23/19 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.

24/19 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

None present.

25/19 CLERK’S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION

Nothing to report.

26/19 CORPORATE STRATEGIC PLAN – FORWARD PLAN PRIORITIES AND TIMESCALES

Members considered the proposed items in the Forward Plan (as part of the draft Corporate Strategic Plan) relative to this committee – to identify their priorities and timescales in which this committee aims to achieve them. Although some items may be ongoing and longer than the four year plan period, the end date should not exceed March 2023, however a note may be added to the description to indicate it will be longer. Priorities are Low, Medium or High.

The following will be submitted to the Town Strategy Committee for inclusion in the draft Corporate Strategic Plan:

| Description | Timescale | Priority |
|---|--------------------------|----------|
| Complete upgrade of Council’s website | July 2019 to March 2020 | High |
| Local Council Award Scheme – achieve Quality Status accreditation | July 2019 to March 2020 | High |
| Maximise use of IT, increasing use of electronic communications and reduce use of paper | April 2020 to March 2021 | Medium |

27/19 STAFF TRAINING

Members considered executive action taken by the Clerk in booking a place on the following:

- SLCC webinar - Public speaking, £30 plus vat
- SLCC webinar – Website accessibility guidelines, £60 plus vat (two sessions)

- NALC Annual Conference, 28th/29th October, Milton Keynes, £379.49 plus vat plus mileage

RESOLVED that executive action taken by the Clerk in booking a place on the two SLCC webinars and the NALC Annual Conference to take advantage of early bird rates – totalling £469.49 plus vat plus mileage is approved. Funds from staff training and Clerk's expenses budgets as appropriate.

Members considered a request to book a place for the Clerk and Assistant Clerk at the APSE/ICCM training on Legal and Practical Management of Cemeteries, 14th November 2019, London, £498 plus vat plus travel.

RESOLVED that a place is booked for the Clerk and Assistant Clerk on the APSE/ICCM Legal and Practical Management of Cemeteries training – totalling £498 plus vat plus travel. Funds from staff training, travel expenses and Clerk's expenses budgets as appropriate.

28/19 REVIEW OF COMMITTEE TERMS OF REFERENCE

Members considered the draft review of the following committee Terms of Reference: Establishment, Planning, Buildings Management, Cemetery Management, Town Strategy, Recreation Grounds, Public Lands & Lighting and Town Plan Implementation Group.

Amendments were made to aid better flow of reading and clarification on some points for consistency across the documents.

RECOMMENDED that the revised Terms of Reference for the following committees are adopted: Establishment, Planning, Buildings Management, Cemetery Management, Town Strategy, Recreation Grounds, Public Lands & Lighting and Town Plan Implementation Group.

29/19 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

Nothing to report.

There being no further business, the meeting closed at 7.34pm

CHAIRMAN

DATED