

**MINUTES OF A MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON WEDNESDAY 27<sup>TH</sup> NOVEMBER 2019 AT 7.53PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD**

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Committee Members present: A Cooper (Chairman)

B Collier

Mrs M Cooper

S Hayes

Mrs J Hyde

Also present: Councillor Mrs A Clarey and the Town Clerk – Mrs K Elliott-Turner

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**45/19 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Mrs Bundock and B Saunders.

**46/19 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.

**47/19 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES**

None present.

**48/19 MOBILE PHONE**

Members considered purchasing a mobile phone and appropriate contract/sim only for the Town Clerk's work use. The Clerk's personal mobile number is increasingly being made available to those she interacts with in her line of work. The Clerk also uses a personal device to access emails outside of office opening hours. Provision of a work use mobile to the Clerk would separate work from personal use, enable mobility, i.e. out of office on site, at events such as conference, etc. Options and costs have been investigated. It is recommended that a refurbished mobile handset is purchased, with a sim airtime plan set up. Refurbished handset £200 to £300 (includes 1 year guarantee), airtime plan through Virgin £10/month.

**RESOLVED** that a mobile phone and sim airtime plan is purchased for the Town Clerk's work use. Funds to purchase phone from EMR Office Equipment.

**49/19 COUNCIL MOBILE PHONE POLICY**

Members were provided with a draft Council Mobile Phone Policy document for consideration. Currently there are two keyholder (Greenacre Centre) members of staff with council pay-as-you-go phones, two more are to be added (Memorial Hall). This is so that members of the public only have work numbers, and personal numbers are not publicised, and takes into account General Data Protection Regulation (GDPR). Subject to agreement of the above item, this policy would also include the Clerk's work mobile phone.

**RECOMMENDED** that the draft Council Mobile Phone Policy is adopted.

**50/19 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**

Nothing to report.

There being no further business, the meeting closed at 7.56pm

**CHAIRMAN**

**DATED**