

STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG
01462 730064 enquiries@stotfoldtowncouncil.gov.uk



Members of the Establishment Committee: Councillors Buck (Chairman), A Cooper, B Collier, S Hayes, D Matthews and B Saunders. Other councillors for information.

You are hereby summoned to attend the Establishment Committee meeting to be held in the Council Chamber, Greenacre Centre, Stotfold on **Wednesday 25th May 2022 at 7.02pm** for the purpose of transacting business detailed in the agenda.

KA Elliott-Turner

Mrs KA Elliott-Turner
Town Clerk

20th May 2022

Members of the public:

Members of the public are invited to observe the meeting and may participate at the 'public participation' agenda item. As per Standing Orders, if you wish to speak, you must notify the Town Clerk of your intention prior to the start of the meeting (contact in advance enquiries@stotfoldtowncouncil.gov.uk or 01462 730064 or you will be asked at the appropriate point in the agenda if unable to give prior indication).

AGENDA

1. [Apologies for absence](#)
2. [Disclosures of Members Interests and Dispensations](#)
 - a) Members to declare interests in respect of any item on the agenda
 - b) Proper Officer to consider written requests from members for dispensations
Members are 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. [Public section \(max. 15 minutes\)](#)

Members of the public may speak on matters of concern, ask questions or make statements (maximum of 3 minutes per speaker), after giving notice of their wish to do so to the Town Clerk prior to the meeting. Order of speakers will be in order of notification. [Public Participation Policy](#) applies.
4. [Clerk's Report, correspondence received and matters arising for information](#)

Nothing to report as at production of agenda.
5. [Purchase of portable PA system](#)

To approve purchase of a portable PA system, for use at events, such as forthcoming Jubilee Beacon lighting at the cemetery where there is no power supply available. Portable PA with Bluetooth and Wireless Mics £160 plus vat – funds from EMR Office Equipment.

6. [Parish Online](#)
To consider an annual subscription to Parish Online – an online mapping tool specifically designed for local councils £350 plus vat per annum. It can be populated with over 100 map layers, such as flood zones, parish boundaries, addresses, listed buildings, topography, etc. You can also insert map details yourselves, such as location of assets – bins, streetlights, land ownership, etc. It is also a very useful tool for Neighbourhood Plans. Maps can be shared, published, printed and embedded into our website as a searchable tool for the public.
7. [Exclusion of press and public](#)
Under section 3d of Standing Orders, the Chairman will propose that the press and public are temporarily excluded whilst matters pertaining to staff issues are discussed and that they be instructed to withdraw from the meeting for the following agenda item only.
8. [Staff working on bank holiday - Jubilee](#)
To consider the Clerk's recommendation to pay office colleagues double time at their NJC applicable rates to work at the late evening Jubilee event (Beacon lighting), as it is a bank holiday (Green Book).
9. [Review agreement to pay overtime to staff for keyholding duties](#)
To review and confirm the Clerk's authorisation (min 23/22) to use her discretion for each occasion, to pay overtime to office staff for hours worked over and above their contracted hours and their contracted job description, at their usual NJC hourly rate, in place of Time Off In Lieu (TOIL).
10. [Grievance panel members](#)
To approve continuation of grievance panel members for the current staffing matter to ensure that due process is followed, and until such time that the grievance is ended – some members of this panel are no longer members of the Establishment Committee (requirement for grievance panel).
11. [Items for information purposes, relevant to this committee only](#)

CLOSE