

STOTFOLD TOWN COUNCIL

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



Members of the Establishment Committee: Councillors Buck (Chairman), B Collier, A Cooper, Mrs M Cooper, S Hayes, Mrs J Hyde, D Matthews, B Saunders and J Smith. 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 22nd June 2022 at 7.15pm** for the purpose of transacting business detailed in the agenda.

K Elliott-Turner

Mrs K Elliott-Turner
Town Clerk

17th June 2022

Members of the public:

You are now able to observe our meetings by joining via MS Teams. Join on your computer or mobile app [Click here to join the meeting](#) Please note, our meetings may be recorded for minute taking purposes, and will be deleted after minutes are approved.

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. [Provision of works vehicle](#)

To consider provision of works vehicle. Report appended for members.

6. **Executive action – works mobile**
To note executive action taken by the Clerk, in consultation with the Chairman to provide a works mobile phone for the Handyman. Contract is with EE (who is provider for staff mobiles).
7. **Executive action – setting up of Handyman role**
To note executive action taken by the Clerk in purchasing appropriate PPE, workwear, tools, etc to enable the new temporary Handyman to operate, and **to approve** purchase of required tools going forward. Report attached for members.
8. **Items for information purposes, relevant to this committee only**
9. **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.
10. **Additional office support hours**
To note executive action by the Clerk, in consultation with the Chairman, to temporarily increase hours of office staff during the current period of sickness absence of a staff member. Confidential report appended for members.

CLOSE