

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 **Thursday 21st July 2022 at 7.00pm** for the purpose of transacting business detailed in the agenda.

K Elliott-Turner

Mrs K Elliott-Turner
Town Clerk

15th July 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](#) You may still attend in person. 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. [Civic Expenditure budget](#)

To consider increasing the budget for civic expenditure for the remainder of this financial year. Report attached for members.

6. **Civic Regalia**
To consider purchasing a fitted velvet collar (backing) for the Mayoral chain, at £266.81. This will help the chain sit better when worn and will protect the wearer's clothing. **To further consider** the Deputy Mayor's badge/chain of office and Mayor's Consort badge/chain of office.
7. **Councillor & staff photos**
To consider updating the councillor and staff photos – individual and group photos £650 plus vat to take on location (i.e. Greenacre Centre), full editing, supplying digital files and the right to reproduce.
8. **Locum Clerk**
To consider appointing a locum Clerk to cover the Clerk's holiday. Report attached for members.
9. **Human Resources & Health & Safety advisor**
To consider proposals from two HR and H&S specialists – members to note links within the proposals reports to videos/demonstrations of their services. The Clerk will make a recommendation for consideration at the meeting.
10. **Items for information purposes, relevant to this committee only**
11. **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.
12. **Facilities team – two new roles and enhance existing role**
To consider the confidential report on creation of two roles and enhancement of existing role, within a 'Facilities' team.

CLOSE