

# STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG  
01462 730064 [enquiries@stotfoldtowncouncil.gov.uk](mailto: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 28<sup>th</sup> September 2022 at 7.30pm** for the purpose of transacting business detailed in the agenda.

*K Elliott-Turner*

**Mrs K Elliott-Turner**  
**Town Clerk**

23<sup>rd</sup> September 2022

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## Members of the public:

**In addition to attendance in person, 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](mailto: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).

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## 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. [Minutes of previous meeting](#)

Members are asked **to confirm** that the minutes of the Establishment Committee meeting held on 21<sup>st</sup> July 2022 are a correct record.
5. [Clerk's Report, correspondence received and matters arising for information](#)

Nothing to report as at production of agenda.

6. **Grant applications**

**To consider** applications for grant assistance, as recommendations to council. Copies of applications and supporting papers provided for members. Grant budget available £10,500.

As council is eligible for the General Power of Competence, no consideration into available powers is required. However, although this gives councils the power to do anything an individual can do, it cannot do (or spend on) something which is prohibited by other legislation.

**Application 1 - Stotfold Bowls Club**

Amount requested: £1,000

Purpose of grant: purchase of turf care equipment

7. **Grant feedback forms**

**To note** feedback forms/letters from grants previously awarded. Copied 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 are discussed and that they be instructed to withdraw from the meeting for the following agenda item only.

10. **Staffing Report**

- i) **To consider** a report regarding current office staffing levels and provision of support staff.
- ii) **To consider** a report on future staffing requirements and a business case.

CLOSE