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## MINUTES OF A MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON WEDNESDAY 27 SEPTEMBER 2023 AT 7.00PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD.

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### Committee Members present:

S Buck (Chairman), Mrs M Cooper, S Hayes, Mrs J Hyde, J Smith, D Matthews, J Talbot.

### Also present:

E Payne, Town Clerk

1 Member of Public

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### **70/23 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Saunders

### **71/23 DISCLOSURE OF MEMBERS INTERESTS ON MATTERS CONTAINED IN THE AGENDA**

Cllr Talbot declared an interest in item 78/23 as he is a member of the PPG. He left the meeting for the vote.

Cllr Hayes and Hyde declared an interest in item 78/23 as they are on the board of The H.O. Roe Charity. They left the meeting for the vote.

### **72/23 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES**

A member of Larksfield PPG addressed the meeting regarding their grant application.

### **73/23 MINUTES OF PREVIOUS MEETING**

Members received the minutes of the Establishment Committee meeting held on 26th July 2023 and it was **RESOLVED** that:

*The minutes are a true record of the meeting.*

### **74/23 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION**

- a) Two screens have been installed for all staff in the office. Thanks for Cllr Buck and Smith for their efforts in the installation.
- b) It is planned to phase out PCs, replaced by them existing laptops. This will reduce the number of devices being maintained by the new IT provider. The laptops will need to be upgraded as part of a phased programme of IT upgrades.
- c) The Town Council Chromebooks have been donated to Etonbury School.
- d) SMG (new IT provider) are working on the system migration.
- e) Rialtas migration to Cloud was progressed on 26 September and all staff are now online.
- f) A grant feedback form received from Magpas thanking the Town Council for the grant and inviting Councillors to attend their new facility at Alconbury Weald. Please ask the Clerk if you are interested in visiting.

### **75/23 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**

There were none.

### **76/23 UPDATE BANK MANDATE – UNITY TRUST**

Members received a report on the current signatories for the Council bank. Members noted that the Unity Trust bank mandate had been arranged with one main signatory

(Cllr Hyde) with two other signatories. Members considered that this was restrictive if Cllr Hyde was not available, which had recently been the case. It was **RESOLVED** that:

***All Members of the Establishment Committee are bank signatories on all Town Council bank mandates.***

#### **77/23 INVESTMENT POLICY**

Members received a proposed investment policy which is in line with the previously adopted policy. This was last reviewed in 2018. It was **RESOLVED** to:

- a) Recommend the Investment Policy is adopted by Council.***
- b) The Clerk, with one Councillor, will investigate further investment opportunities for consideration at the next meeting.***

#### **78/23 GRANT APPLICATIONS**

Members received grant applications relating to Larksfield PPG and The H.O. Roe Charity. A member of the PPG spoke regarding their application and Cllrs Hyde and Hayes spoke regarding the application from The H.O. Roe Charity. It was **RESOLVED** to award the following grants:

- a) Larksfield Surgery PPG - £750 for the production of a newsletter***
- b) The H.O. Roe Charity - £1500 for supplies to fit out the new kitchen in the refurbished Roecroft Centre.***

***Cllr Talbot declared an interest in this item and left the meeting for the vote on the PPG grant application.***

***Cllr Hayes and Hyde declared an interest in this item and left the meeting for the vote on The H.O. Roe grant application.***

#### **79/23 WORK PROGRAMME**

Members received the work programme for this committee and noted that it can be used as a forward planner for projects to be considered by this committee. Members asked that this was available for them to view. It was **RESOLVED** to:

***Note the work programme.***

#### **80/23 EXCLUSION OF PRESS AND PUBLIC**

Members resolved to exclude the Press and Public for the consideration of the following items under the Public Bodies (Admissions to Meetings) Act 1960.

##### **a) Staff Leave**

Members received a verbal report on this item regarding the allocation of additional leave at Christmas time for staff. It was **RESOLVED** to:

- a) Maintain the status quo.***
- b) Review the staff contracts of employment in 2024.***
- c) Town Rangers will work between Christmas and New Year on light duties.***



**81/23 DATE OF NEXT MEETING**

25 October 2023

The meeting closed at 1945.

**MINUTES APPROVED (date):**

**SIGNED BY CHAIRMAN:**