

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 1st June 2022 at 8.15pm** for the purpose of transacting business detailed in the agenda.

K Elliott-Turner

Mrs KA Elliott-Turner
Town Clerk

27th 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. [Items for information purposes, relevant to this committee only](#)
6. [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.

7. **Creation of two new roles – Facilities/Amenities Team**

To consider creation of two new roles, in place of the former Handyman Contract – 1 full time, 1 part time. Confidential report appended for members.

8. **Executive action – temporary Handyman**

To note executive action taken by the Clerk in consultation with the Council (and Establishment Committee) Chairman and Vice-Chairman in appointing a Handyman on a temporary contract, following the resignation of the Handyman Contractor, to ensure the reputation of the council is not damaged, services provided to the community are continued, and that our health and safety obligations to the community and the council are maintained.

CLOSE