

# STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG  
01462 730064 [enquiries@stotfoldtowncouncil.gov.uk](mailto:enquiries@stotfoldtowncouncil.gov.uk)



21 March 2024

**Members of the Establishment Committee:** Councillors Buck (Chairman), Mrs M Cooper, S Hayes, Mrs J Hyde, D Matthews, B Saunders, J Smith, J Talbot. 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 27 March 2024 at 7.30pm** for the purpose of transacting business detailed in the agenda.

**Emma Payne**  
Town Clerk

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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 dispensationsMembers 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. The order of speakers will be in order of notification. [Public Participation Policy](#) applies.
4. **MINUTES OF PREVIOUS MEETING**

Members are asked to resolve to adopt the minutes of the Establishment Committee meeting held on 20 December 2023 as a true record of the meeting.
5. **CLERK'S REPORT, CORRESPONDENCE RECEIVED AND MATTERS ARISING FOR INFORMATION**

## **6. REPORTS TO COMMITTEE**

### **6.1 Grant Applications**

To receive grant applications to be considered by this committee.

### **6.2 Management Fee of Common Road Allotments**

To consider reviewing the fee for the management of the Common Road allotments.

### **6.3 Committee Structure and Calendar of Meetings 2024-25**

To receive a report with a proposal for a restructuring of the committees and a proposed calendar of meetings for 2024-25

### **6.4 Town Council Telephone System**

To receive a report on the telephone system at the Town Council in view of the staff restructuring.

### **6.5 Business Continuity Plan**

To receive a proposed Business Continuity Plan for consideration.

### **6.6 Review of Policies:**

To review the following adopted policies and recommend their re-adoption by Council.

- a) Complaints Procedure
- b) Filming at Council Meetings
- c) Public Participation Policy
- d) Press Policy

### **6.7 Bank Reconciliation**

To note the bank reconciliation.

### **6.8 Work Programme**

To receive this committee's work programme

## **7. CONFIDENTIAL ITEMS**

To resolve to exclude the press and public for the consideration of the following item under the Public Bodies (Admissions to Meetings) Act 1960:

### **7.1 Staff Resources**

To receive a verbal update on the staff structure implementation

### **7.2 Staff Salary Incremental Increases**

To receive a confidential report on this item.

## **8. DATE OF NEXT MEETING**

17 April 2024