



## THE FLEET TOWN COUNCIL NOTICE OF MEETING

Notice is hereby given of

### THE VIRTUAL MEETING OF THE ESTABLISHMENT COMMITTEE on

**Wednesday 8<sup>th</sup> July 2020 at 7pm**

All Committee members are summoned to attend

*Any members of the public wishing to attend the virtual meeting will need to contact Charlotte on [charlotte.benham@fleet-tc.gov.uk](mailto:charlotte.benham@fleet-tc.gov.uk) by midday on Tuesday 7<sup>th</sup> July 2020.*

**To Councillors:** P. Einchcomb, L. Holt, K. Jasper, R. Robinson (Chairman), R. Schofield, S. Tilley, S. Wheale, G. Woods.

SIGNED:

Janet Stanton

Town Clerk  
30<sup>th</sup> June 2020

### AGENDA

#### 1. ELECTION OF CHAIRMAN

To elect the Chairman of the Committee for the local Government year 2020/2021.

#### 2. ELECTION OF VICE CHAIRMAN

To elect the Vice-Chairman for the local government year 2020/2021.

#### 3. APOLOGIES

Schedule 12 of the LGA 1972 requires a record to be kept of members present, and that this record forms part of the minutes of the meeting. A resolution must be passed on whether the reason(s) for a member's absence are acceptable.

#### 4. DECLARATIONS OF INTEREST

Under the Local Authorities Localism Act 2011, members must declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting.

Members are reminded that they must disclose both the existence and the nature of a personal interest that they have in any matter to be considered at this meeting. A personal interest will be considered a prejudicial interest if this is one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the members' judgement of the public interest.

## 5. QUESTIONS FROM THE PUBLIC (3 min per person max 15 minutes)

To receive questions and statements from members of the public.

*Any member of the public wishing to ask a question at the virtual meeting, should contact and provide a written copy of the question to Charlotte on charlotte.benham@fleet-tc.gov.uk by midday on Tuesday 7<sup>th</sup> July 2020.*

## 6. MINUTES OF PREVIOUS MEETINGS

To approve and sign the minutes and the confidential minutes of the Extraordinary Establishment meeting held on Friday 21<sup>st</sup> February 2020 (*copy attached*).

### **Part 1 – ITEMS FOR DECISION**

There are no items for decision

### **Part 2 – ITEMS TO NOTE**

## 7. TRAINING UPDATE

To note a report on staff training.

## 8. DATE AND TIME OF NEXT MEETING

The next virtual meeting of the Establishment Committee will be held on Wednesday 13<sup>th</sup> January 2021 at 7pm.

### **Part 3 - CONFIDENTIAL ITEMS**

**Under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business of the Town Council, the Public and Press will be excluded from the Meeting**

**The following types of business will be treated as confidential:**

- a. Engagement, terms of service, conduct and dismissal of employees
- b. Terms of tenders, and proposals and counter-proposals in negotiations for contracts
- c. Receipt of professional legal advice and preparation of cases in legal proceedings
- d. The early stages of any dispute
- e. Matters of a Commercial nature

## 9. STAFF CHANGES

To note the list of staff at The Harlington, Fleet Town Council and Ancells Farm Community Centre. (*Confidential report attached*).

## 10. FURLOUGHING OF STAFF

To receive the report into the minutes (*copy attached*).