



## **FLEET TOWN COUNCIL**

### **MINUTES OF THE ESTABLISHMENT VIRTUAL COMMITTEE MEETING**

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

#### **PRESENT**

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

**Also Present:** Janet Stanton - Town Clerk  
Susanna Walker - Committee Clerk  
Charlotte Benham - Project and Committee Officer  
Alex Robins - Harlington General Manager  
Wendy Allen - Office Manager

#### **EST July 2020 ITEM 1      ELECTION OF CHAIRMAN**

The outgoing Chairman, Councillor Richard Robinson, called for nominations for the office of Chairman. One nomination for Councillor Richard Robinson was received and seconded.

#### **RESOLVED**

That Councillor Robinson be re-elected to the office of Chairman of Establishment for the local government year 2020/2021.

#### **EST July 2020 ITEM 2      ELECTION OF VICE CHAIRMAN**

The Chairman called for nominations for the office of Vice-Chairman. One nomination for Councillor Tilley was received and seconded.

#### **RESOLVED**

That Councillor Tilley be re-elected to the office of Vice-Chairman of Establishment for the local government year 2020/2021.

#### **EST July 2020 ITEM 3      APOLOGIES**

There were no apologies.

#### **EST July 2020 ITEM 4      DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **EST July 2020 ITEM 5      QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions from the public.

**EST July 2020 ITEM 6            MINUTES OF PREVIOUS MEETING**

The minutes and confidential minutes of the Establishment Committee meeting held on Friday 21<sup>st</sup> February 2020 were approved and signed by the Chairman.

Members queried whether the General Manager of the Harlington had undertaken the proposed cost review of the operation of the Box Office and Reception staffing, as outlined in Item 5 - Pay Review. Members noted that this cost review has been delayed, due to the current situation. It was agreed that the report will be brought to the next Establishment meeting in January 2021.

**EST July 2020 ITEM 7            TRAINING UPDATE**

Members received and considered the current training update. It was noted that the Projects and Committee Officer had attended website training in the recent weeks.

**EST July 2020 ITEM 8            DATE AND TIME OF NEXT MEETING**

The next virtual meeting of the Establishment Committee will be held Wednesday 13<sup>th</sup> January 2021 at 7.00pm.

There being no further business the meeting closed at 8.03pm.

**Signed:** .....            **Date**.....

**Chairman**

### **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**

#### **EST July 2020 ITEM 9 STAFF CHANGES**

Members received and noted a list of staff at the Harlington, Fleet Town Council and Ancells Farm Community Centre.

#### **EST July 2020 ITEM 10 FURLOUGHING OF STAFF**

Members received a report regarding this into the minutes.