

Sawbridgeworth Town Council

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MAYOR
Cllr Mrs Angela Alder

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TOWN CLERK
Richard Bowran BSc.(Hons) MILCM

To: Cllrs Alder, Buckmaster, Filler, Hodges, Mitchell and Wincott

FINANCE AND POLICY COMMITTEE

You are summoned to a meeting of this committee of the Council which will take place on **Monday 10 June 2013** following the meeting of the Planning Committee, at around 8.00pm, at 49-51 Bell Street, Sawbridgeworth for the transaction of the following business.

A handwritten signature in black ink, appearing to read 'Richard Bowran', written over a horizontal line.

Town Clerk
04 June 2013

AGENDA

- F 13/01 ELECTION OF CHAIRMAN & VICE CHAIRMAN**
To elect a Chairman and Vice Chairman of the Committee for the year 2013/14.
[👉]
- F 13/02 APOLOGIES FOR ABSENCE**
To receive any apologies for absence
- F 13/03 DECLARATIONS OF INTEREST**
To receive any Declarations of Interest by Members
- F 13/04 MINUTES**
To approve as a correct record the minutes of the Finance and Policy Committee held on 08 April 2013 (F05)
[📄] [👉]
To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.
- F 13/05 STAFF MATTERS**
To consider any matters relating to members of staff.
 - Administration Officers (Reception, Finance and Planning) – to advise members of changes in responsibilities made by the Clerk under delegated management.
- F 13/06 FINANCE MATTERS**
To consider any matters relating to the finances and year end arrangements of the Council
 - To advise members of the visit of the Internal Auditor
 - To advise members of the annual accounts for 2012/13 and to make a recommendation for adoption by full council
 - To consider future banking arrangements
 - To consider investment policy for 2013/14[📄] [👉]
[📄] [👉]

F13/07 CIVIC CENTRE PROJECT

To receive the Clerks report on the progress of the construction, use and final account relating to the new Civic Centre at Sayesbury Manor and Cottage.

F 13/08 MEMORIAL HALL PROJECT

To review the progress and financial report from the Trustees of the Memorial Hall relating to the refurbishment project.

To renew the delegated authority for the Clerk to sanction further expenditure on the project

F 13/09 POLICY MATTERS

To consider any matters relating to Policy for the future development of Town Council services to the community.

- To adopt an amendment in Financial Regulations from a reference to Accounts and Audit Regulations 2003 to a reference to Accounts and Audit Regulations 2011.

[👏]