

Sawbridgeworth Town Council

Sayesbury Manor, Bell Street, Sawbridgeworth
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MAYOR

Cllr Eric Buckmaster BSc (Econ)

TOWN CLERK

Richard Bowran BSc.(Hons) MILCM

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To: Cllrs Adamopoulos, Alder, E Buckmaster, Reeks, Riches and Shaw

FINANCE AND POLICY COMMITTEE

You are summoned to a meeting of this committee of the Council which will take place on **Monday 15 June 2015** following the meeting of the Planning Committee, at around 8.00pm, at Sayesbury Manor, 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
09 June 2015

Agenda

- F 15/01 ELECTION OF CHAIRMAN & VICE CHAIRMAN**
To elect a Chairman and Vice Chairman of the Committee for the year 2015/16.
[👏]
- F 15/02 APOLOGIES FOR ABSENCE**
To receive any apologies for absence
- F 15/03 DECLARATIONS OF INTEREST**
To receive any Declarations of Interest by Members
- F 15/04 MINUTES**
To approve as a correct record the minutes of the Finance and Policy Committee held on 09 March 2015 (F04)
[📄] [👏]
To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.
- F 15/05 STAFF MATTERS**
To consider any matters relating to members of staff.
- Administration Officers for:
 - Planning and Cemeteries – long term absence
 - Finance - change in duties (confirmation of contract hours)
 - Reception - change in duties (extension of contract)
 - Allotments, Planning and Bus Admin – future planning
 - Community Bus Drivers
 - Temporary staff to cover long term absence
 - Future planning

- Grounds Staff
 - Summer hours for Ranger
 - Handyman providing cover for long term absence
- Pension provision
 - Availability of pension schemes for staff wishing to join; either with LGPS or NEST.

F 15/06 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 on 12 June 2015 and to present her Audit Letter.
- To advise members of the Annual Return for 2014/15 and to make a recommendation for adoption by full council
- To consider future banking arrangements as a consequence of the removal of Lloyds Bank services from the town.
- To advise members of investments made since March 2015 and to consider investment policy for 2015/16

F 15/07 POLICY MATTERS

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

- To receive a report on advice received from Hedleys Solicitors regarding the legal issues surrounding trading activities.
- To seek approval for the use of the Council Chamber for activities ancillary to activities of the council
- To report on negotiations with EHDC concerning the development of Bell Street public conveniences.
- To report on progress towards development of the Town Green as a public space.

Members of the public and press are cordially invited to attend all meetings of the council and its committees.