



# Sawbridgeworth Town Council

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**MAYOR**  
Cllr Annelise Furnace  
**TOWN CLERK**  
Richard Bowran BSc.(Hons) PSLCC

To: Cllrs Alder, E Buckmaster, R Buckmaster, Furnace, Richards and Royle [*Cllr Rattey*]

## FINANCE AND POLICY COMMITTEE

You are invited to a meeting of this committee of the Council which will take place on **Tuesday 26 May 2020** at **16:00** at Sayesbury Manor, Bell Street, Sawbridgeworth for the transaction of the following business.

**This meeting will be a Zoom conference.**

Town Clerk  
20 May 2020

## Agenda

- F 20/01 ELECTION OF CHAIRMAN**  
[👏] To elect a Chairman of the Committee for the year 2020/21.
- F 20/02 ELECTION OF VICE CHAIRMAN**  
[👏] To elect a Vice Chairman of the Committee for the year 2020/21..
- F 20/03 APOLOGIES FOR ABSENCE**  
To receive any apologies for absence
- F 20/04 DECLARATIONS OF INTEREST**  
To receive any Declarations of Interest by Members
- F 20/05 MINUTES**  
[👏] To approve as a correct record the minutes of the Finance and Policy Committee held on 14 April 2020 (F05) [*Attached*]  
To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.
- F 20/06 STAFF MATTERS**  
To consider any matters relating to members of staff.
- Current working arrangements
  - Proposal for extending the contract of the second groundsman

**F 20/07 FINANCE MATTERS**

To consider any matters relating to the finances and year end arrangements of the Council

- To advise members of arrangements for the visit of the Internal Auditor.
- To advise members of the arrangements for External Audit by PKF Littlejohn
- To advise members of the draft Annual Return for 2019/20.  
*[Attached]*

**F 20/08 POLICY MATTERS**

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

**F 20/09 ITEMS FOR FUTURE AGENDAS**

To consider any items for inclusion on future agendas.

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