

# SAWBRIDGECWORTH TOWN COUNCIL

## FINANCE AND POLICY COMMITTEE

### Minutes

of the meeting of the Finance and Policy Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 20:00 on **Monday 20 May 2019**.

#### Those present

Cllr Angela Alder	Cllr Annelise Berendt Furnace
Cllr Eric Buckmaster	Cllr Spencer Richards
Cllr Ruth Buckmaster	Cllr David Royle

In attendance:

R Bowran – Town Clerk

#### **F 19/01 ELECTION OF CHAIRMAN**

To elect a Chairman of the Committee for the year 2019/20.

**Resolved:** That Cllr Eric Buckmaster is Chairman of the Committee for the year 2019/20. *[prop Cllr Alder; secd Cllr Richards]*

#### **F 19/02 ELECTION OF VICE CHAIRMAN**

To elect a Vice Chairman of the Committee for the year 2019/20.

**Resolved:** That Cllr Annelise Berendt Furnace is Vice Chairman of the Committee for the year 2019/20. *[prop Cllr R Buckmaster; secd Cllr Royle]*

#### **F 19/03 APOLOGIES FOR ABSENCE**

There were no apologies for absence

#### **F 19/04 DECLARATIONS OF INTEREST**

There were no Declarations of Interest by Members

#### **F 19/05 MINUTES**

**Resolved:** To approve as a correct record the minutes of the Finance and Policy Committee held on 15 April 2019 (F04) *[prop Cllr Alder; secd Cllr R Buckmaster]*

There were no matters arising from these Minutes and not dealt with elsewhere on this Agenda.

#### **F 19/06 TERMS OF REFERENCE**

Terms of Reference were examined.

**Resolved:** that with amendments of clarification to clauses 4d and 4m they be recommended to council for approval. *[prop Cllr Alder; secd Cllr R Buckmaster]*

#### **F 19/07 STAFF MATTERS**

To consider any matters relating to members of staff.

Clerk gave Members an update on the health of Steve Parrish, Town Ranger, who has been informed that he likely to be on sick leave for six months.

The A&A sub-committee has already, on 07 May 2019, given consent for the recruitment of a Groundsman. Clerk proposed that a one year, 30 hour per week contract at grade SCP11 be offered to Gordon Howell, who already is on a limited hours contract.

**Resolved:** That such a contract be awarded.  
*[prop Cllr Alder; secd Cllr Berendt Furnace]*

**F 19/08 FINANCE MATTERS**

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

Clerk advised members of the upcoming visit of the Internal Auditor on 21 May 2019.

Clerk had given Members drafts of the Annual Return and Balance Sheet for 2018/19 and advised that they could not recommend adoption by council until the internal audit had been completed. Members agreed to receive the report by e-mail and respond to the Clerk with their approval.

Clerk asked that two additional Members be added to the bank mandate. This was agreed.

**F 19/09 POLICY MATTERS**

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

**Agreed:** that policies for action would derive from the meetings of the Economic Development and STAP Committee.

**Agreed:** that the Clerk should recommend a schedule of policies to be added to the Constitution and Members would then prioritise their production.

**F 19/10 COMMUNICATION MATTERS**

To consider any matters relating to council communications including the establishment of a "Communications Workshop"

Members were referred to the Communications Protocol, paragraph 3, which states by whom and to whom communications should be made with the press.

Members requested that training be arranged on the subject of managing social media.

**F 19/11 ITEMS FOR FUTURE AGENDAS**

There were no items nominated for inclusion on future agendas.

Meeting Closed at 20.26