

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 8.30 pm on **Monday 05 June 2017**.

Those present

Cllr Angela Alder
Cllr Roger Beeching

Cllr Eric Buckmaster
Cllr Ruth Buckmaster
Cllr David Royle

In attendance:

R Bowran - Town Clerk

Joanne Sargent – Town Projects Manager

F 17/01 ELECTION OF CHAIRMAN

To elect a Chairman of the Committee

Resolved: That Cllr Eric Buckmaster is Chairman of the Committee for the year 2017/18. *[prop Cllr Alder; secd Cllr Beeching]*

F 17/02 ELECTION OF VICE CHAIRMAN

To elect a Vice Chairman of the Committee

Resolved: That Cllr Angela Alder is Vice Chairman of the Committee for the year 2017/18. *[prop Cllr R Buckmaster; secd Cllr Royle]*

F 17/03 APOLOGIES FOR ABSENCE

There were no apologies for absence
Noted that there is a vacancy on the committee.

F 17/04 DECLARATIONS OF INTEREST

To receive Declarations of Interest by Members.
There were none

F 17/05 MINUTES

Resolved: To approve as a correct record the minutes of the Finance and Policy Committee held on 13 March 2017 (F05) *[prop Cllr Alder; secd Cllr Beeching]*

F17/06 TERMS OF REFERENCE

Terms of Reference were examined and debated. Three changes were made to the current Terms of Reference dated 07 September 2011. These will be presented for approval and adoption at the meeting of council on 26 June 2017.

F 17/07 STAFF MATTERS

To consider any matters relating to members of staff.

Cllr Alder reported that Job Evaluations had been carried out on 15 May in respect of office staff and that the A&A sub-committee would be having a post exercise review with Keith Shephard, the consultant, on 17 July.

Clerk reported that five candidates for the post of part time receptionist had been interviewed on 30 May by Cllr Alder and the Clerk. No appointment was made and the committee agreed with the proposal that the situation be re-visited in the autumn.

F 17/08 FINANCE MATTERS

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

- Clerk advised members of the visit of the Internal Auditor on 01 June 2017. There were 32 tests of procedure carried out, 26 of which were satisfactory. The auditor had signed off the internal audit report and had made the following comments for attention:
 - In respect of the mayor's charity, because income exceeds £5,000 this needs to be established as a Registered Charity. *Clerk to investigate and action.*
 - VAT has not been reclaimed on some items of petty cash expenditure. *Clerk to install a system to cater for variable VAT rates to enable this to happen.*
 - Itemised variance analysis should be prepared each quarter to record the detail of the Budget v Actual review. *Clerk to conform to this recommendation.*
 - Members should sign off the restoration of the Imprest account. *Clerk to ensure this specifically done each month.*
 - Asset register should be reviewed at year end and any addition/deletions documented as a memorandum note. *Clerk to ensure this is adopted as a routine.*
 - Credit card purchases at year end should be accrued. *Clerk to add this to the year-end routine.*
- To advise members of the Annual Return for 2016/17 and to make a recommendation for adoption by full council
 - **Recommended:** That the Annual Return be adopted by Council [*prop Cllr Alder; secd Cllr Beeching*]

F 17/09 POLICY MATTERS

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

Resolved: That the Clerk be authorised to sign a three year lease agreement at a cost of £5,004 per annum with Oakridge Nurseries for the use of a storage barn to replace the former storage facility at Bakers Farm.
[prop Cllr Beeching; Secd Cllr Alder]

F 17/10 COMMUNICATIONS MATTERS

To consider any matters including a policy relating to council communications

Members discussed the current communications protocol (Constitution Document 6.2 dated October 2016). A number of changes were suggested and will be reviewed at the next meeting of the committee on 11 September 2017 and thence with a recommendation for adoption by council.

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F 17/11 ITEMS FOR FUTURE AGENDAS

The following were stated as items for inclusion on future agendas:

- Terms of Reference for Champions and associated job descriptions:
 - Cllr E Buckmaster to find a model from EHDC, forward it to the Clerk and present a format to the next meeting of the committee.

- Communications Strategy.
 - Cllr Royle to conduct a survey of Members and present the results at the next meeting of the committee to determine:
 - What should be contained on the council web-site
 - What are the ways the council should be communicating with the public?

Meeting Closed at 21:50