

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 8.05 pm on **Monday 10 September 2018**.

Those present

Cllr Angela Alder	Cllr Roger Beeching
Cllr Eric Buckmaster	Cllr Ruth Buckmaster
Cllr Annelise Furnace	Cllr David Royle
<i>Ex Officio – Cllr Heather Riches</i>	

In attendance:

R Bowran – Town Clerk

F 18/12 APOLOGIES FOR ABSENCE

To receive any apologies for absence.
There were none.

F 18/13 DECLARATIONS OF INTEREST

To receive any Declarations of Interest by Members.
There were none.

F 18/14 MINUTES

To approve as a correct record the minutes of the Finance and Policy Committee held on 11 June 2018 (F01)
[prop Cllr Alder; secd Cllr R Buckmaster]

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

F 18/15 STAFF MATTERS

To consider any matters relating to members of staff.

Noted: The appointment of G Howell as a General Hand on a one year contract with a limit of 416 hours in the year.

F 18/16 FINANCE MATTERS

To consider any matters relating to the finances of the Council

Management Accounts, five months to 31 August 2018, were discussed and a number of questions and points of clarification were asked and received responses.

Resolved: To approve the management accounts for the period to 31 August 2018 *[prop Cllr Beeching; secd Cllr R Buckmaster]*

The budget process for 2019/20 was initiated with preliminary assumptions and a call for projects from the various committees. Agreed that Town Projects Manager would present a budget paper relating to the Christmas Lights Festival and Fun on the Field events. Agreed that preliminary budget sums for STAP, convenience maintenance and Town Green would be included. Assumption remains of an 8% increase in precept.

F 18/17 POLICY MATTERS

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

The model standard Standing Orders advocated by NALC were received. Suggested that all references to persons should be multi gender.

Agreed that the new Standing Orders, tailored to STC usage, be presented to council for consideration and adoption.

To consider sponsoring a Member to attend the annual conference of the National Association of Local Councils in October 2018. Cllr E Buckmaster to circulate notices of conferences and training courses external to HAPTC to all Members.

Clerk was asked to keep a log of all courses attended by Members. Cllrs E Buckmaster and Royle to devise a form to ascertain Members' needs.

Cllr Beeching suggested that in-house training for several Members at a time could represent better value for money.

Agreed that there would be no attendance this year but that future attendance would be included in the Member's training plan for 2019/20.

F 18/18 COMMUNICATION MATTERS

To consider any matters relating to council communications

The establishment of a "Communications Workshop"

Agreed that this would be deferred to the next civic year.

To receive a report on the Communications Training course attended by Cllrs R Buckmaster and Royle in June.

Agreed that a written report should be presented to Members at the next council meeting on 24 September.

F 18/19 ITEMS FOR FUTURE AGENDAS

To consider any items for inclusion on future agendas.

There were none.

Meeting Closed at 21:20

Edu A Buckmaster
14-1-2019