

SAWBRIDGEWORTH 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 8.00 pm on **Monday 20 February 2017**.

Those present

Cllr Angela Alder
Cllr Eric Buckmaster

Cllr Heather Riches
Cllr David Royle
Cllr R Buckmaster – ex officio

In attendance:

R Bowran - Town Clerk
Mrs L Dale – Finance Officer

Ms J Sargant – Town Projects Manager

F 16/23 APOLOGIES FOR ABSENCE

Apology received from Cllr Shaw – business commitment.
Cllr Mortimer was absent.

F 16/24 DECLARATIONS OF INTEREST

There were no Declarations of Interest by Members

F 16/25 MINUTES

Resolved: To approve as a correct record the minutes of the Finance and Policy Committee held on 05 December 2016 (F03)
[prop Cllr Alder; secd Cllr Royle]

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

F 16/26 FINANCE MATTERS

To consider revising the adopted Budget for 2017-18, due to information recently received, and to make a recommendation for adoption by the Council.

The Chairman introduced a forecast of income and expenditure for the five years to 2020 and the likely need to increase parish precept to maintain the required level of General Reserve. This was needed as EHDC has advised a significant reduction of income from the New Homes Bonus. He highlighted that the town precept represented only 0.29% of the total council tax demand. Members accepted the projection.

The Clerk introduced the case for recruiting a junior member of staff to take on reception and other duties left vacant by the departure of the last incumbent. Members agreed in principle that this should be done.

Members discussed the proposed budget and made some changes. It was agreed by the majority that a junior should be recruited on a six hour a day, one year only contract.

With the caveat that Cllr R Buckmaster and Cllr Riches wished it to be recorded that they thought that the junior should only be employed on a four hour a day basis, it was:

Resolved: That the revised proposed budget for 2017-18 be recommended for adoption by the council.
[prop Cllr Alder; secd Cllr Royle]

F 16/27 STANDING ORDERS

To carry out a review of Standing Orders, to consider any revisions that might be appropriate and to make a recommendation for adoption by the Council.

Resolved: That SO25 should be amended with an additional sentence to read "If a question be answered the Member putting the question may put one supplementary question."
[prop Cllr R Buckmaster; secd Cllr Alder]

F 16/28 INTERNAL AUDITOR

Clerk reminded Members of the retirement of the internal auditor and the need to resolve to appoint a replacement.

Resolved: To appoint Mr Chris Clark of HGC Accountants of London Road, Sawbridgeworth as Internal Auditor to the council for the year 2016/17.
[prop Cllr R Buckmaster; secd Cllr Alder]

Meeting Closed at 21:55

The next scheduled meeting of the Committee is on Monday 13 March 2017.