

# Sawbridgeworth Town Council

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**MAYOR**

**Cllr Eric Buckmaster** BSc (Econ)

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**TOWN CLERK**

**Richard Bowran** BSc.(Hons) MILCM

To: Cllrs Alder, E Buckmaster, Filler, Mitchell, Reeks and Wincott

## **FINANCE AND POLICY COMMITTEE**

You are summoned to a meeting of this committee of the Council which will take place on **Monday 09 June 2014** following the meeting of the Planning Committee, at around 8.00pm, at Sayesbury Manor, Bell Street, Sawbridgeworth for the transaction of the following business.

A handwritten signature in black ink, appearing to read 'Richard Bowran', written over a horizontal line.

Town Clerk  
03 June 2014

## **Agenda**

- F 14/01 ELECTION OF CHAIRMAN & VICE CHAIRMAN**  
To elect a Chairman and Vice Chairman of the Committee for the year 2014/15.  
[👏]
- F 14/02 APOLOGIES FOR ABSENCE**  
To receive any apologies for absence
- F 14/03 DECLARATIONS OF INTEREST**  
To receive any Declarations of Interest by Members
- F 14/04 MINUTES**  
To approve as a correct record the minutes of the Finance and Policy Committee held on 10 March 2014 (F05)  
[📄] [👏]  
To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.
- F 14/05 STAFF MATTERS**  
To consider any matters relating to members of staff.
- Administration Officers (Reception, Finance and Planning) – to advise members of proposed changes in responsibilities.
  - To seek approval for Emergency First Aid at Work Training for staff members by Red Cross at a cost of £675.
  - Notice from Unite the Union of an Official Industrial Action ballot.

**F 14/06 FINANCE MATTERS**

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

[📄] [👤]

- To advise members of the visit of the Internal Auditor on 02 June 2014 and to present her Audit Letter.
- To advise members of the annual accounts for 2014/15 and to make a recommendation for adoption by full council
- To consider future banking arrangements
- To advise members of investments made since March 2014 and to consider investment policy for 2014/15

[📄] [👤]

- To consider the Local Government Transparency Code for parish councils with a gross annual income or expenditure exceeding £200,000. (*s2(2) local Government Planning and Land Act 1980.*)

**F 14/07 POLICY MATTERS**

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

[👤]

- To consider changes to Financial Regulations resulting from the Internal Audit report in June 2014