



# Sawbridgeworth Town Council

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**MAYOR**  
Cllr Dr John Stefan Burmicz  
**TOWN CLERK**  
Richard Bowran BSc.(Hons) PSLCC

To: Cllrs Alder, E Buckmaster, R Buckmaster, Berendt Furnace, Richards and Royle

## FINANCE AND POLICY COMMITTEE

You are invited to a meeting of this committee of the Council which will take place on **Monday 20 May 2019** following the meeting of the Planning Committee, at around 8.00pm, at Sayesbury Manor, Bell Street, Sawbridgeworth for the transaction of the following business.

Town Clerk  
14 May 2019

## Agenda

- F 19/01 ELECTION OF CHAIRMAN**  
[👏] To elect a Chairman of the Committee for the year 2019/20.
- F 19/02 ELECTION OF VICE CHAIRMAN**  
[👏] To elect a Vice Chairman of the Committee for the year 2019/20.
- F 19/03 APOLOGIES FOR ABSENCE**  
To receive any apologies for absence
- F 19/04 DECLARATIONS OF INTEREST**  
To receive any Declarations of Interest by Members
- F 19/05 MINUTES**  
[📄] [👏] To approve as a correct record the minutes of the Finance and Policy Committee held on 15 April 2019 (F04) *Attached as Appendix A*  
To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.
- F 19/06 TERMS OF REFERENCE**  
[📄] [👏] To consider Terms of Reference for the committee and recommend their adoption by the council.  
*Current Terms of Reference are attached as Appendix B*

**F 19/07 STAFF MATTERS**

To consider any matters relating to members of staff.

**F 19/08 FINANCE MATTERS**

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

- To advise members of the upcoming visit of the Internal Auditor on 21 May 2019.
- To advise members of the Annual Return for 2017/18 and to make a recommendation for adoption by full council.

[📄] [👉]

*Attached as Appendix C*

**F 19/09 POLICY MATTERS**

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

**F 19/10 COMMUNICATION MATTERS**

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

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

To consider any items for inclusion on future agendas.

Members of the public and press are cordially invited to attend all meetings of the council and its committees.