

SAWBRIDGEWORTH TOWN COUNCIL

FINANCE AND POLICY COMMITTEE

Minutes

of the meeting of the Finance and Policy Committee held at the Council Offices, 49-51 Bell Street, Sawbridgeworth at 8.45 pm on **Monday 11 June 2012**.

Those present

Cllr Angela Alder	Cllr Barry Hodges
Cllr Eric Buckmaster	Cllr Adam Lowe
Cllr Derek Filler	Cllr Peter Mitchell

In attendance:

R Bowran - Town Clerk	J Kenny – Admin Officer
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F 12/01 ELECTION OF CHAIRMAN & VICE CHAIRMAN

To elect a Chairman and Vice Chairman of the Committee

Resolved: That Cllr Eric Buckmaster be Chairman of the Committee for the year 2012/13. [*prop Cllr Alder; secd Cllr Hodges*]

Resolved: That Cllr Angela Alder be Vice Chairman of the Committee for the year 2012/13. [*prop Cllr Hodges; secd Cllr Filler*]

F 12/02 APOLOGIES FOR ABSENCE

To receive any apologies for absence. There were none.

F 12/03 DECLARATIONS OF INTEREST

To receive Declarations of Interest by Members. There were none

F 12/04 MINUTES

Resolved: To approve as a correct record the minutes of the Finance and Policy Committee held on 12 March 2012 (F06)

To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.

Minute F11/38. Clerk reported that the 3-month £250,000 Treasury Bond with LloydsTSB had matured and funds transferred to current account for use in capital projects.

F 12/05 STAFF MATTERS

To consider any matters relating to members of staff.

- Town Ranger – Clerk gave confirmation of appointment of Steve Parrish with effect from 01 May 2012.
- Admin Officer (Reception) – Clerk announced the return to work on 14 June of Laura Carter after maternity leave.
- Admin Officer (Projects) – Clerk gave confirmation of the appointment of Joanne Kenny with effect from 01 June. She was thanked for her contribution to the success of the Jubilee Weekend. Projects for the next year include the Jubilee Concert; the Mayor Charity Dinner; the Parking project; Re-launch of the Farmers Market; Christmas Lights event; the move to the Civic Centre and town centre management.
- Admin Officer (Finance) – Clerk announced that she would be changing her attendance from mornings to afternoons.

F 12/06 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 14 June for the end of year audit.
- Clerk advised members of the annual accounts and Annual Return for 2011/12.

Recommended: *that the Annual Governance Statement be approved and adopted by Council. [prop Cllr Hodges; secd Cllr Alder]*

Recommended: *that the Annual Return be approved and adopted by Council. [prop Cllr Hodges; secd Cllr Alder]*

F 12/07 CIVIC CENTRE PROJECT

To receive the Clerks report on the progress of the construction of the new Civic Centre at Sayesbury Manor Cottage. Contract is now in the third week and proceeding according to plan. Site visits will be arranged for Members when the site is safe to enter.

F 12/08 MEMORIAL HALL PROJECT

To review the progress and financial report from the Trustees of the Memorial Hall relating to the refurbishment project. Trustees committed to report monthly on progress. A report on progress and financial projections has now been received but could not be reconciled with the Council's own financial records.

Concern was expressed about the relationship to the project of the Herts Regional College. It was acknowledged that there had been a slow start to the project bigger changes are to follow and all will for the benefit of the community.

Agreed to renew the delegated authority for the Clerk to sanction further expenditure on the project but the reconciled situation was to be agreed by the Clerk and reported back to the Chairman of the Committee.

Agreed to invite Council's nominated representative Trustee, Cllr Wincott, to the next meetings of the Committee.

F 12/09 POLICY MATTERS

To review the Policy Statement for the future development of Town Council services to the community.

- Council Constitution. Clerk said that a start had been made on the sections for the Constitution.
- Standing Orders - The Localism Act (s27) requires the Council to adopt a new Code of Conduct by 01 July 2012. This is hampered by lack of detail from DCLG. Clerk presented a draft based upon the NALC model. There is an alternative EHDC model. Members were invited to comment before it is brought before Council on 25 June.
- Parking Policy – Clerk presented a draft policy for the implementation of the Agency agreement with EHDC for the removal of fly-posters.
- **Resolved:** to propose the policy to Council on 25 June. [prop Cllr Alder; secd Cllr Hodges]

- Community Volunteer group liaison. Support was sought for volunteers in and liaison between community groups. It was agreed that the key to this was better communication. Clerk advised that the process of achieving better communication was under way, looking to encompass best modern practice, this being especially relevant with the regrettable demise of sawbridgeworthonline.com.
Agreed: to establish a Communications Working Party to report to the Committee. Initial members to be Cllrs Mitchell, Lowe and Alder plus the Clerk and the Admin Officers for Projects and Reception.

Meeting Closed at 21.59

The next scheduled meeting of the Committee is on Monday 24 September 2012.