

SAWBRIDGEWORTH TOWN COUNCIL

FINANCE AND POLICY COMMITTEE

Minutes

of the meeting of the Finance and Policy Committee held by Zoom conference at 16:00 on **Tuesday 26 May 2020**.

Those present

Cllr Eric Buckmaster
Cllr Ruth Buckmaster

Cllr Annelise Furnace
Cllr Spencer Richards
Cllr David Royle

In attendance:

R Bowran – Town Clerk

F 20/01 ELECTION OF CHAIRMAN

Cllr E Buckmaster was elected Chairman of the Committee for the year 2020/21. *[prop Cllr Furnace; secd Cllr R Buckmaster]*

F 20/02 ELECTION OF VICE CHAIRMAN

Cllr Furnace was elected Vice Chairman of the Committee for the year 2020/21. *[prop Cllr E Buckmaster; secd Cllr Royle]*

F 20/03 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Alder – IT issues.

F 20/04 DECLARATIONS OF INTEREST

There were no Declarations of Interest by Members

F 20/05 MINUTES

To approve as a correct record the minutes of the Finance and Policy Committee held on 14 April 2020 (F05) *[prop Cllr R Buckmaster; secd Cllr Richards]*

F19/43 Since it wasn't on the current agenda, the subject of an Eco-Audit is now to be a standard item on future F&P agendas.

F 20/06 STAFF MATTERS

To consider any matters relating to members of staff.

- Current working arrangements. All staff actively employed. Lisa Dale attends office every day for 4-5 hours; Laura Carter locked down with a police officer spouse but responding to queries; Viv Derrick now coming to office to look after PPE and telephones; Cyril Lumley looking after bus fleet and acting as courier; John Jones on standby but shielding his spouse; Steve Parrish and Gordon Howell on grounds men duties. Jo Sargent and the Clerk working from home as they are shielding.
- Confirmed that the A*A committee had approved the extension of Gordon Howell's contract of employment for a further 3 months to the end of August.
 - Q about the resumption of Sawbobus service. A. that it being considered and a routine for social distancing and the booking of journeys was being established. Routine to be co-ordinated by Viv Derrick who has agreed to work flexible hours within her contract total.

F 20/07 FINANCE MATTERS

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

- To advise members of arrangements for the visit of the Internal Auditor.
 - Agreed with the IA that papers will be set out in the chamber for him to come and scrutinise and ask whatever questions are necessary.
- To advise members of the arrangements for External Audit by PKF Littlejohn
 - Plan to keep to the traditional time table and get approval at the council meeting at the end of June, although this could be relaxed into July in necessary.
- To advise members of the draft Annual Return for 2019/20.
 - Some questions of analysis were raised and will be answered at the extra meeting of the committee.

F 20/08 POLICY MATTERS

There were no matters considered relating to policies for the future development of Town Council services to the community.

F 20/09 ITEMS FOR FUTURE AGENDAS

To consider any items for inclusion on future agendas.

- Eco-Audit as a standard item
- Extra F&P meeting in June to agree AGAR after internal audit completed

Meeting Closed at 16:20