

SAWBRIDGEWORTH TOWN COUNCIL

FINANCE AND POLICY COMMITTEE

Minutes

of the meeting of the Finance and Policy Committee held at the Chamber, Sayesbury Manor, Bell Street, Sawbridgeworth at 20:00 on **Monday 14th June 2021**.

Those present

Cllr Angela Alder
Cllr Eric Buckmaster
Cllr Ruth Buckmaster

Cllr David Royle
Cllr Nathan Parsad
Cllr Dinesh Patel
Cllr Greg Rattey (Ex Officio)

In attendance:

J Sargant – Interim Town Clerk
L Dale – Finance Officer & RFO

F 21/01 ELECTION OF CHAIRMAN

Cllr E Buckmaster was elected Chairman of the Committee for the year 2021/22. *[prop Cllr A Alder; secd Cllr R Buckmaster]*

F 21/02 ELECTION OF VICE CHAIRMAN

Cllr D Royle was elected Vice Chairman of the Committee for the year 2021/22. *[prop Cllr R Buckmaster; secd Cllr A Alder]*

F 21/03 APOLOGIES FOR ABSENCE

There were none.

F 21/04 DECLARATIONS OF INTEREST

There were no Declarations of Interest by Members

F 21/05 MINUTES

To approve as a correct record the minutes of the Finance and Policy Committee held on 12 April 2021 (F04)
[prop Cllr A Alder; secd Cllr R Buckmaster]

F 21/06 STAFF MATTERS

To consider any matters relating to members of staff.

- Current working arrangements. All staff actively employed. All staff attend the office for their working hours, with occasional working from home for Jo Sargant and Laura Carter as required.
- Groundwork hours are under-resourced and at present complaints from parishioners have been coming in over the last week about various areas of overgrown footpaths, cemetery and West Road play area. Town Ranger is currently taking one day off a week to use up holiday entitlement that would otherwise be lost if not used. Cllr E Buckmaster advised Interim Town Clerk to take a pragmatic approach to get this backlog of work dealt with in a timely manner, potentially using sub-contractors.
- Cllr E Buckmaster thanked Jo Sargant and Lisa Dale for stepping into their interim roles as Town Clerk and RFO and asked the officers if they would continue until the 5th September with this extra workload until the new Clerk was in place.

Resolved: To extend the position of Jo Sargant as Interim Town Clerk to 5th September 2021.

[prop Cllr N Parsad; secd Cllr R Buckmaster]

Resolved: To extend the position of L Dale as RFO to 5th September 2021.
[prop Cllr R Buckmaster; secd Cllr D Patel]

F 21/07 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 17th and 18th May 2021.
 - The internal auditor report had been received and was circulated in hard copy to members at the meeting. The Internal Audit was good, the internal auditor would now complete the necessary page of the AGAR in preparation for full council on the 28th June 2021.
- 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 full council meeting on 28th June, following adoption, this will be posted off to PKF Littlejohn by special delivery on 29th June 2021 to arrive before their deadline date.
- To advise members of the draft Annual Return for 2020/21.
 - Members agreed with the draft copy that had been circulated, Interim Town Clerk advised that there was one small error that would be corrected before submitting to full council on 28th June, members agreed that the AGAR be presented for adoption to full council.

F 21/08 POLICY MATTERS

- Consideration to transfer the current energy provider to a 'green/renewable' provider was discussed. A table was produced with comparatives with current plan that is due to expire in February 2022. Members would like to see further quotations using companies such as Octopus, OVO, Ecotricity and Good Energy. RFO to research further for presentation at next meeting.
- **Resolved:** to extend the Christmas Lighting contract with Aylesford Electrical for a further year.
[prop Cllr N Parsad; secd Cllr R Buckmaster]

F 21/09 ITEMS FOR FUTURE AGENDAS

To consider any items for inclusion on future agendas.
There were none

Meeting Closed at 20.33