

SAWBRIDGEWORTH TOWN COUNCIL

FINANCE AND POLICY COMMITTEE

Minutes

of the meeting of the Finance and Policy Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 8.30 pm on **Monday 10 June 2013**.

Those present

Cllr Angela Alder
Cllr Eric Buckmaster
Cllr Derek Filler

Cllr Barry Hodges
Cllr Tom Reeks
Cllr Andrew Wincott

In attendance:

R Bowran - Town Clerk

Mrs J Kenny – Town Projects Manager

F 14/08 APOLOGIES FOR ABSENCE

Received and accepted from Cllr Peter Mitchell – on holiday.

F 14/09 DECLARATIONS OF INTEREST

To receive Declarations of Interest by Members. There were none

F 14/10 MINUTES

Resolved: To approve as a correct record the minutes of the Finance and Policy Committee held on 09 June 2014 (F01)
[prop Cllr Alder; secd Cllr Filler]

F 14/11 STAFF MATTERS

To consider any matters relating to members of staff.

1. Administration Officer (Finance) – Clerk advised members of the appointment of Mrs Lisa Dale to replace Mrs Susan Adams upon her retirement as Finance Officer
2. Handyman – Clerk advised Members of the appointment of Terry Wilson as a General Hand
3. Administration Officer (Cemetery and Planning) – Clerk was asked for an update and he advised Members that Gill Abbott was currently on sick leave. Other staff were being re-deployed to cover her absence.

F 14/12 FINANCE MATTERS

To consider any matters relating to the financial arrangements of the Council

1. Clerk reported the opening of the "Sawbridgeworth Mayor's Charity" account with TSB Bank. This has been done to comply with the recommendation of the internal auditor.
2. **Resolved:** To increase the Imprest account value to £500 as a result of the changed banking arrangements imposed upon the council by Lloyds Bank. *[prop Cllr Wincott; secd Cllr Alder]*
3. Banking arrangements. Clerk was asked what alternative facilities were being considered and was instructed to open further discussions with TSB Bank.

F 14/13 POLICY MATTERS

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

1. To consider a Policy for Staff Discipline. A draft policy document was discussed and it was:
Resolved: With the addition of minor amendments, including a process flow chart, to adopt the policy. [*prop Cllr Alder; secd Cllr Wincott*]
2. To consider a Policy for Staff Grievances. A draft policy document was discussed and it was:
Resolved: With the addition of minor amendments, including a process flow chart, to adopt the policy. [*prop Cllr Alder; secd Cllr Reeks*]
3. To consider the publication of a Staff Handbook. A draft handbook was discussed and it was:
Resolved: With the addition of minor amendments to adopt the document and to introduce it to staff. [*prop Cllr Alder; secd Cllr Reeks*]
4. To consider a proposal to contract with an employment and health and safety advice service. After reviewing the paper by the clerk and considering the alternatives it was:
Resolved: To place a three year contract with ELAS at a cost of £2,700 per annum. [*prop Cllr Alder; secd Cllr Filler*]

F14/14 EXCLUSION OF PRESS AND PUBLIC

Resolved: That pursuant to the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting during the consideration of the following item because of the confidential nature of the business to be discussed which relates to contractual matters. [*prop Cllr Filler; secd Cllr Alder*]

PART 2 ITEM

F 14/15 PERSONNEL MATTER

Clerk reported on the termination of the employment contract of a member of staff, the outcome of the subsequent appeal and the termination contract agreed with ACAS.

Resolved: To endorse the actions taken by the Clerk. [*prop Cllr Filler; secd Cllr Alder*]

Meeting Closed at 21.25

The next scheduled meeting of the Committee is on Monday 08 November 2014.