

# 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 7.30 pm on **Monday 14 September 2015**.

#### Those present

Cllr Angela Alder	Cllr Heather Riches
Cllr Eric Buckmaster	Cllr Mike Shaw
Cllr Tom Reeks	

#### In attendance:

R Bowran - Town Clerk	Ms Joanne Sargant – Town Projects Manager
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#### **F 15/08 APOLOGIES FOR ABSENCE**

To receive any apologies for absence.  
Cllr Sotirios Adamopoulos was absent.

#### **F 15/09 DECLARATIONS OF INTEREST**

To receive Declarations of Interest by Members. There were none

#### **F 15/10 MINUTES**

**Resolved:** To approve, after amendment of a date in Minute F15/01, as a correct record the minutes of the Finance and Policy Committee held on 15 June 2015 (F01) [*prop Cllr Reeks; secd Cllr Alder*]

#### **F 15/11 STAFF MATTERS**

To consider any matters relating to members of staff.

15/11.1 To receive a report on the current situation relating to a member of staff who has been on long term sick leave for over twelve months. Clerk outlined current situation and said that following advice from ELAS a welfare meeting had been requested but no response had yet been received.

15/11.2 To receive a report of the plans for the council's establishment and proposals for inclusion in the budget for 2016/17. Clerk presented a paper and the contents were discussed.

**Resolved:** to accept the Clerk's proposals and for them to be included in the draft budget for 2016/17 [*prop Cllr Alder; secd Cllr Reeks*]

15/11.3 Pension provision. As a consequence of the auto-enrolment requirement that all employees be in a pension scheme; to discuss the availability of pension schemes and to agree a policy for pension provision. Clerk presented a paper and the contents were discussed.

**Resolved:** to accept the Clerk's proposals and that policy would be for existing employee arrangements with LGPS to remain and to offer NEST pension arrangements for all new appointments. [*prop Cllr Riches; secd Cllr Reeks*]

## F 15/12 FINANCE MATTERS

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

15/12.1 Income and Expenditure against budget for the period to 31 August 2015 was reviewed and the shortcomings of the present accounting system for producing meaningful management accounts examined.

15/12.2 To consider engaging the services of Rialtas Business Systems to provide accounting software to become operational from April 2016. Clerk presented a paper and the contents were discussed.

**Resolved:** to accept the Clerk's proposals and for them to be enacted. [*prop Cllr Alder; secd Cllr Riches*]

15/12.3 To appoint members to be signatories on the council's current account replacing those no longer members of council.

**Resolved:** that Cllrs Reeks and Riches be added to the mandate of signatures for the current account at Lloyds Bank. [*prop Cllr Alder; secd Cllr Shaw*]

15/12.4 To consider future banking arrangements as a consequence of the reduction of service level by Lloyds Bank. Clerk presented a paper and the contents were discussed.

**Resolved:** to accept the Clerk's proposals and for a current and deposit account to be opened at Unity Trust Bank with the same mandated signatures as those for Lloyds Bank. [*prop Cllr Reeks; secd Cllr Riches*]

15/12.5 To consider the alternative terms offered for renewal of the council's general insurance policy which is due for confirmation by 01 October 2015. Clerk presented a paper and the contents were discussed.

**Resolved:** to accept the Clerk's proposals and to extend the existing three agreement with WPS Insurance Brokers to Five years, i.e. to October 2018. [*prop Cllr Alder; secd Cllr Shaw*]

## F 15/13 POLICY MATTERS

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

There were none tabled.

Meeting Closed at 20:25

The next scheduled meeting of the Committee is on Monday 07 December 2015.