

# SAWBRIDGEWORTH TOWN COUNCIL

## FINANCE AND POLICY COMMITTEE

### Minutes

of the meeting of the Finance and Policy Committee held by Zoom conference at 18:40 on **Monday 14 September 2020**.

#### Those present

Cllr Angela Alder  
Cllr Eric Buckmaster  
Cllr Ruth Buckmaster

Cllr Annelise Furnace  
Cllr David Royle  
*Cllr Annelise Furnace*

#### In attendance:

R Bowran – Town Clerk

One member of the public

#### **F 20/15 APOLOGIES FOR ABSENCE**

There were no apologies for absence

#### **F 20/16 PUBLIC FORUM**

There were no questions from members of the public on matters within the remit of the Finance and Policy Committee.

#### **F 20/17 DECLARATIONS OF INTEREST**

There were no Declarations of Interest by Members

#### **F 20/18 MINUTES**

To approve as a correct record the minutes of the Finance and Policy Committee held on 28 August 2020 (F01A)  
*[prop Cllr Alder; secd Cllr R Buckmaster]*

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

#### **F 20/19 STAFF MATTERS**

To consider any matters relating to members of staff.

- Clerk started to outline current working arrangements and arrangements for fully returning to the office. Since this necessarily includes personnel matters it was agreed to hold an A&A sub-committee meeting at 19:30 on 16 September to examine these issues in detail.
- Clerk confirmed national pay award is 2.5% from 01 April 2020 and had agreed with the A&A sub-committee that this should be applied.
- Clerk noted the end of contract for the second groundsman who will now revert to his 8 hours per week contract.
- Arrangements for Sawbobus drivers also relate to personnel issues and will be discussed at the upcoming A&A sub-committee meeting.

#### **F 20/20 FINANCE MATTERS**

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

- Clerk advised that following the meeting of council on 28 August 2020, the Annual Return (AGAR) had been sent to the external auditor, PKF Littlejohn

- Clerk advised that the financial impact to the town council as a result of COVID-19 was neutral. However, an unpredicted New Homes Bonus of £8,863 had been received. Agreed that any surplus would be re-elected in General reserves and thus effect the budget for 2021-22. A guidance letter from EHDC was mentioned and the Clerk is to send a copy to the chairman. Additional expenditure to combat fly tipping on the Bullfields allotment was highlighted and Clerk was asked to install a CCTV camera to capture activities.

**F 20/21 POLICY MATTERS**

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

**F 20/22 ECO-AUDIT WORKING PARTY**

Reviewed the actions identified in the report of the Eco-Audit Working Party of 10 June 2020. Agreed to set a date for another meeting of the Working party. Identified that a Green Champion had not been appointed.

When asked Clerk reported on the Ec0-Agenda for the cemetery and confirmed that an ec0-toilet had been installed, meadow flowers were being planted adjacent to the roadways and that investigations were in hand for the potential use of The Spinney as an environmentally friendly site.

When asked the Clerk confirmed that trade waste collections has recommenced at the council offices now that staff were back to work there.

**F 20/23 ITEMS FOR FUTURE AGENDAS**

There were no items for inclusion on future agendas.

Meeting Closed at 19:10