



Sawbridgeworth Town Council

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MAYOR
Cllr Mrs Angela Alder
TOWN CLERK
Richard Bowran BSc.(Hons) PSLCC

To: Cllrs Alder, Beeching, E Buckmaster, R Buckmaster, Furnace and Royle

FINANCE AND POLICY COMMITTEE

You are invited to a meeting of this committee of the Council which will take place on **Monday 14 January 2019** following the meeting of the Planning Committee, at around 8.00pm, at Sayesbury Manor, Bell Street, Sawbridgeworth for the transaction of the following business.

Town Clerk
08 January 2019

Agenda

- F 18/20 APOLOGIES FOR ABSENCE**
To receive any apologies for absence
- F 18/21 DECLARATIONS OF INTEREST**
To receive any Declarations of Interest by Members
- F 18/22 MINUTES**
To approve as a correct record the minutes of the Finance and Policy Committee held on 10 September 2018 (F02)
[Attached as Appendix A]
To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.
- F 18/23 STAFF MATTERS**
To consider any matters relating to members of staff.
- 23.1** To note the renewal of the contract of employment for Vivienne Derrick. Approved by the A&A sub-committee SA17: Minute 18/12.1.
- F 18/24 FINANCE MATTERS**
To consider any matters relating to the finances of the Council
- 24.1 Annual Return**
To advise members that the Annual Return has been signed and approved by PKF Littlejohn, the external auditor, with no adverse comments.

Internal Auditor

24.2 To resolve that Mr Chris Clark be re-appointed as internal auditor to the town council. Mr Clark has expressed his willingness to accept such an appointment.
[👏]

24.3 **Budget 2019/20**
To review the draft budget for the year 2019/20; to respond to any written questions put to the Chair of F&P or the Clerk prior to the meeting; to receive any supplementary questions for clarification.

[📄]

To make a recommendation for adoption of the budget by Council.
[📄][👏]

F 18/25 POLICY MATTERS

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

[📄][👏]

- To consider adopting new Standing Orders modelled to the format advocated by NALC. *[Attached as Appendix B]*

[📄][👏]

- To consider adopting a Policy for Equality (Policy 6.13) *[Attached as Appendix C]*

[📄][👏]

- To consider whether to work towards applying for accreditation in the NALC promoted Local Council Award Scheme *[Attached as Appendix D]*

F 18/26 COMMUNICATION MATTERS

To consider any matters relating to council communications

F 18/27 ITEMS FOR FUTURE AGENDAS

To consider any items for inclusion on future agendas.

Members of the public and press are cordially invited to attend all meetings of the council and its committees.