

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 8.00 pm on **Monday 14 January 2019**.

Those present

Cllr Angela Alder
Cllr Eric Buckmaster
Cllr Annelise Furnace

Cllr Roger Beeching
Cllr Ruth Buckmaster
Cllr David Royle
Ex Officio – Cllr Heather Riches

In attendance:

R Bowran – Town Clerk
J Sargent – Town Projects Manager. L Dale – Finance Officer

F 18/20 APOLOGIES FOR ABSENCE

To receive any apologies for absence.
There were none

F 18/21 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Pecuniary Interest by Members
Chairman confirmed there was a blanket dispensation at a meeting to discuss budget, however wanted any association with trusts, clubs and societies to be noted.

- Cllr E Buckmaster – Town Twinning and Hailey Centre
- Cllr Alder - Town Twinning, SYPRC and Hailey Centre
- Cllr R Buckmaster - Town Twinning and SYPRC
- Cllr Royle - Town Twinning and SYPRC
- Cllr Furnace – SYPRC and Schools Travel Challenge

F 18/22 MINUTES

Resolved: To approve as a correct record the minutes of the Finance and Policy Committee held on 10 September 2018 (F02) [*prop Cllr Royle; secd Cllr R Buckmaster*]

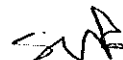
To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.

Minute F18/17 It was observed that not all references to the male gender had been modified to include the female gender.

F 18/23 STAFF MATTERS

To consider any matters relating to members of staff.

Noted: 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

Noted: That the Annual Return has been signed and approved by PKF Littlejohn, the external auditor, unqualified and with no adverse comments.

24.2 Internal Auditor

Resolved: 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.

[prop Cllr Furnace; secd Cllr Alder]

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.

Clerk explained the implications of council financial reserves, and the standard of 25% to 33% required for the level of general reserve. Any budget deficit would be made up by drawing down from general reserve and that any surplus would be added to general reserve.

Clerk explained the uncertainties within the budget especially relating to discretionary grant income from other authorities.

A number of questions were asked and minor adjustments made to the draft budget.

Specific questions to be taken to full council before adoption relate to the distribution of grants to be made by the town council and to the principle of whether to acquire and install a defibrillator in the town.

Resolved: To make a recommendation for adoption of the budget by Council after some amendments and some questions for decision by Council.

[prop Cllr Beeching; secd Cllr Alder]

F 18/25 POLICY MATTERS

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

- **Resolved:** To adopt new Standing Orders modelled on the format advocated by NALC.
[prop Cllr Alder; secd Cllr Beeching]
- **Resolved:** To adopt a Policy for Equality (Policy 6.13) *[prop Cllr Royle; secd Cllr R Buckmaster]*
- **Resolved:** To work towards applying for accreditation in the NALC promoted Local Council Award Scheme.
[prop Cllr Royle; secd Cllr Furnace]



F 18/26 COMMUNICATION MATTERS

To consider any matters relating to council communications.
There were none.

F 18/27 ITEMS FOR FUTURE AGENDAS

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

Meeting Closed at 21:20

John D. Ruckert
15-4-2019