

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 05 December 2016**.

Those present

Cllr Angela Alder
Cllr Eric Buckmaster

Cllr David Royle
Cllr R Buckmaster – ex officio

In attendance:
R Bowran - Town Clerk

F 16/17 APOLOGIES FOR ABSENCE

Apology received from Cllr Riches – on holiday
Cllr Mortimer and Cllr Shaw were absent.

F 16/18 DECLARATIONS OF INTEREST

There were no Declarations of Interest by Members

F 16/19 MINUTES

Resolved: To approve as a correct record the minutes of the Finance and Policy Committee held on 12 September 2016 (F02)
[prop Cllr Alder; secd Cllr Royle]

There were no matters arising from these Minutes and not dealt with elsewhere on this Agenda.

F 16/20 STAFF MATTERS

To consider any matters relating to members of staff.

Arrangements for future staffing upon the return of an Officer from maternity leave are being made for the recruitment of an apprentice to fulfil the role of Receptionist.

It was agreed that the postponed Appointments and Appraisals sub-committee should be reconvened with a quorum of two members.

F 16/21 FINANCE MATTERS

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

- **Reviewed and Approved:** The cumulative Income and Expenditure Report for the period to 30 November 2016.
- A draft Budget for 2017/18 had been presented and was reviewed and a number of policy decisions were made and incorporated into the version to be recommended:
 - No provision to be made for supporting the putative Moosburg twinning initiative
 - No provision is to be made for subsidising free parking in the Bell Street car park.
 - No provision is to be made for supporting a “Youth Café”
 - Unspent monies provided for the production of a Neighbourhood Plan to be taken to General Reserve.

- **Recommended:** That the draft budget, as amended, be recommended for adoption by council. [*prop Cllr E Buckmaster; secd Cllr Alder*]

F 16/22 POLICY MATTERS

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

- The content of the Town Council's Constitution was considered and there were no suggestions for additions to and subtractions from the schedule of Policies and Protocols.
- The proposal from DCLG that town and parish councils should prepare Emergency Plans was discussed and it was agreed that as the first point of contact by members of the public, that this was a policy to be pursued.
- New draft policy documents were considered and amendments made. It was agreed to recommend them for adoption by Council.
 - Policy 1.7 Corporate Structure
 - Policy 4.8 Marking the Death of a member of the Royal Family
 - Policy 5.1 Councillor and Officer Relations Protocol
 - Policy 6.2 Communications Protocol
- Policies for review were considered approved without amendment.
 - Policy 0,0 STC Constitution – Review Dates
 - Policy 3.2 Complaints Procedure
 - Policy 3.4 Petitions
 - Policy 6.12 Fly Posting

Meeting Closed at 21:35

The next scheduled meeting of the Committee is on Monday 13 March 2017.