

Sawbridgeworth Town Council



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MAYOR
Cllr Dr John Stefan Burmicz

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TOWN CLERK
Richard Bowran BSc.(Hons) PLSCC

To: Cllrs Alder, E Buckmaster, R Buckmaster, Berendt Furnace, Richards and Royle

FINANCE AND POLICY COMMITTEE

You are invited to a meeting of this committee of the Council which will take place on **Monday 13 January 2020**, at 8.30pm, at Sayesbury Manor, Bell Street, Sawbridgeworth for the transaction of the following business.

Town Clerk
07 January 2020

Agenda

- F19/30 APOLOGIES FOR ABSENCE**
To receive any apologies for absence
- F19/31 DECLARATIONS OF INTEREST**
To receive any Declarations of Interest by Members
- F19/32 MINUTES**
To approve as a correct record the minutes of the Finance and Policy Committee held on 178 November 2019 (F03) [Appendix A]
To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.
- F19/33 STAFF MATTERS**
To consider any matters relating to members of staff.
- 19/33.1 Update on advice from ELAS**
To receive an update on occupational health provision for a returning member of staff.
- 19/33.2 Staff Contracts of Employment**
To review making a change to contracts of employment of all staff by introducing a new sickness policy to protect the exposure to long term sickness.
- F19/34 FINANCE MATTERS**
To consider any matters relating to the finances of the Council
- 19.34.1 Annual Return**
To advise members that the Annual Return has been signed and approved by PKF Littlejohn, the external auditor, unqualified and with no adverse comments.

19.34.2 Internal Auditor

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.

19/34.3 Pension Insurance

To confirm that the invitation from Hymans Robertson on behalf of the LGPS to take out an "ill-health-liability" insurance policy with Legal & General has taken effect from 01 January 2020.

19.34.4 Budget 2019/20

To review the draft budget for the year 2020/21; 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. *[Enclosed as Appendix B]*

To make a recommendation for adoption of the budget by Council.

F19/35 POLICY MATTERS

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

F 19/36 ITEMS FOR FUTURE AGENDAS

To consider items for inclusion in future agendas

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 20:30 on **Monday 18 November 2019**.

Those present

Cllr Angela Alder	Cllr Annelise Berendt Furnace
Cllr Eric Buckmaster	Cllr Spencer Richards
Cllr Ruth Buckmaster	Cllr David Royle

In attendance:

R Bowran – Town Clerk

F 19/24 APOLOGIES FOR ABSENCE

There were no apologies for absence

F 19/25 DECLARATIONS OF INTEREST

There were no Declarations of Interest by Members

F 19/26 MINUTES

Resolved: To approve as a correct record the minutes of the Finance and Policy Committee held on 09 September 2019 (F02)
[prop Cllr Alder; secd Cllr Richards]

There were no matters arising from these Minutes.

F 19/27 PENSION INSURANCE

Resolved: To accept the invitation from Hymans Robertson on behalf of the LGPS to take out an "ill-health-liability" insurance policy with Legal & General. [prop Cllr Alder; secd Cllr R Buckmaster]

F 19/28 CONTRACTS OF EMPLOYMENT

Resolved: To recommend making a change to contracts of employment of all staff by introducing a new sickness policy to protect the exposure to long term sickness. [prop Cllr Royle; Secd Cllr Alder]

F 19/29 ITEMS FOR FUTURE AGENDAS

To consider items for inclusion in future agendas
There were none

Meeting Closed at 20:50