

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 13 January 2020**.

Those present

Cllr Angela Alder
Cllr Eric Buckmaster
Cllr Ruth Buckmaster

Cllr Annelise Berendt Furnace
Cllr David Royle

In attendance:

R Bowran – Town Clerk
Lisa Dale – Finance Officer

Joanne Sargant – Town Projects Manager

F19/30 APOLOGIES FOR ABSENCE

There were no apologies for absence
Cllr Richards was absent

F19/31 DECLARATIONS OF INTEREST

To receive any Declarations of Interest by Members
Clerk advised of special dispensation in discussing the budget

F19/32 MINUTES

Resolved: To approve as a correct record the minutes of the Finance and Policy Committee held on 18 November 2019 (F03)
[prop Cllr Berendt Furnace; secd Cllr Alder]

There were no 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

Annual Return

19.34.1 Clerk advised Members that the Annual Return had been signed and approved by PKF Littlejohn, the external auditor, unqualified and with no adverse comments.

19.34.2 Internal Auditor

Resolved: That Mr Chris Clark be re-appointed as internal auditor to the town council.

Pension Insurance

19/34.3 Clerk confirmed that the invitation from Hymans Robertson on behalf of the LGPS to take out an “ill-health-liability” insurance policy with Legal & General had taken effect from 01 January 2020.

19.34.4 Budget 2019/20

The draft budget for the year 2020/21 was reviewed and some changes were made.

Resolved: To recommend the 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

Meeting Closed at 20:50