

# 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 March 2016**.

#### **Those present**

Cllr Sotirios Adamopoulos  
Cllr Angela Alder (chair)  
Cllr Eric Buckmaster (arr. 8:10)

Cllr Tom Reeks  
Cllr Heather Riches

#### In attendance:

R Bowran - Town Clerk

Ms Joanne Sargant – Town Projects Manager

#### **F 15/20 APOLOGIES FOR ABSENCE**

To receive any apologies for absence.  
There were none. Cllr Mike Shaw was absent.

#### **F 15/21 DECLARATIONS OF INTEREST**

To receive Declarations of Interest by Members.  
There were none

#### **F 15/22 MINUTES**

**Resolved:** To approve as a correct record the minutes of the Finance and Policy Committee held on 06 January 2016 (F03)

*[prop Cllr Reeks; secd Cllr Riches]*

#### **F 15/23 STAFF MATTERS**

To consider any matters relating to members of staff.

To receive an update on the retirement due to ill health of a staff member.

Clerk reported that final agreed payments had been made and as a consequence that the staff member was no longer on the town council's establishment.

#### **F 15/24 FINANCE MATTERS**

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

To receive and consider the internal auditor's interim audit report carried out on 03 March 2016.

Clerk reported that the interim report from the internal auditor had been received two hours before the commencement of the meeting and that in his opinion there were a number of inaccuracies in the report. It was agreed to defer consideration of the report until these matters could be clarified.

Clerk also reported that the Executive of EHDC had resolved to support the first hour's free parking in the Bell Street car park for the year 2016/17.

**F 15/25      POLICY MATTERS**

To consider any matters relating to Policy for Town Council services to the community.

**Resolved:** That following the recommendation of the Internal Auditor amendments be made to Financial Regulations as follows:

- FR 8.5. amend the word “paid” to read “passed”
- FR 8.5. amend the word “RFO” to read “Finance Officer”

*[prop Cllr Reeks; secd Cllr Riches]*

Meeting Closed at 20:12

The next scheduled meeting of the Committee is on Monday 06 May 2016.