

SAWBRIDGECWORTH 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 16 April 2018**.

Those present

Cllr Angela Alder
Cllr Annelise Furnace

Cllr Eric Buckmaster
Cllr Ruth Buckmaster
Cllr David Royle

In attendance:
R Bowran – Town Clerk

- F 17/28** **APOLOGIES FOR ABSENCE**
Apologies received from Cllr Beeching – abroad on business
- F 17/29** **DECLARATIONS OF INTEREST**
To receive any Declarations of Interest by Members.
There were none.
- F 17/30** **MINUTES**
To approve as a correct record the minutes of the Finance and Policy Committee held on 15 January 2018 (F03)
[prop Cllr Alder; secd Cllr R Buckmaster]

To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda. There were none.
- F 17/31** **STAFF MATTERS**
To consider any matters relating to members of staff.
- 17/31.1** Town Clerk
 Noted: That the Town Clerk is currently on sick leave and is likely to return to work in a phased manner over the next three months. He stated that he is having a review meeting with the Appointments and Appraisals sub-committee on 19 April.
- F 17/32** **FINANCE MATTERS**
To consider any matters relating to the finances of the Council
- 17/32.1** Management Accounts
 Resolved: To approve, after consideration, the Management accounts for the twelve month period to 31 March 2018. The Clerk described some adjustments to that would clarify the reserves of the council.
[prop Cllr Alder; secd Cllr Furnace]

17/32.2 Local Government Pension Scheme

Clerk reported having received a communication for the administrators of LGPS claiming a payment to compensate them for strain costs in the sum of £73,000 relating principally to the ill-health retirement of an officer in 2016. Having challenged this the Actuary to the fund had retracted the demand and only a lesser sum of £4,000 remained relating to staff costs in excess of the pension fund assumption.

Members wished it be recorded that they were very dissatisfied with the manner with which the finance team at Hertfordshire CC had communicated and managed this issue.

Resolved: That this amount should be remitted.

[prop Cllr Alder; secd Cllr R Buckmaster]

F 17/33

POLICY MATTERS

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

17/33.1 General Data Protection Regulations (GDPR)

A draft policy was considered by members and a minor amendment made. Clerk was asked to confirm that he would be conducting training for members and staff.

Resolved: To recommend that the draft policy for Responsibilities and Guidance in order for the council to comply with the provisions of General Data Protection Regulations be adopted by council.

[prop Cllr R Buckmaster; secd Cllr Royle]

17/33.2 Footpath Quotations

Quotations received for the re-instatement of the Right of Way from Elmwood to the river were considered and members agreed that the preferred option should be presented to council for approval.

Quotations received for the repair and resurfacing of the footpath adjacent to the Parish Hall were considered and members agreed that the preferred option should be presented to council for approval.

In each case there should be the caveats that funding will be forthcoming from Herts County Council and there is no on-going commitment to maintaining the footpaths.

17/33.3 Cemetery Roadway Quotation

The first quotation received for the extension to the roadways at the Three Mile Pond Cemetery was in excess of £10,000. The Clerk will therefore seek two further quotations for the work as required by Financial Regulations.

F 17/34

ECONOMIC DEVELOPMENT

To consider a brief for the creation of a business plan encompassing the need to develop areas of the town to encourage an increase in vibrancy of the local economy.

17/34.1 Market Proposals

Clerk reported on the response by neighbours around Fair Green in response to the town council's consultation. Of the eight residents consulted; five have responded. Two were concerned but made some constructive comments; one by employing a solicitor to contest the proposal; one was very much in favour of the idea and one was very much opposed to the idea.

Other locations were discussed and it was agreed that a wider consultation should take place and a survey of parishioners and retailers made.

17/34.2 New Homes Bonus Review

Clerk reported that East Herts District Council have asked for a report on how the town council has used New Homes Bonus grant monies since its inception in 2011. Action by the Clerk by 30 April.

F 17/35

COMMUNICATION MATTERS

To consider any matters, including a policy, relating to council communications.

It was suggested that a "Communications Needs" workshop session be established to establish the manner in which members and officers should communicate with parishioners and partners.

The question was raised whether there was a training budget and consequently a training plan for members and officers. It was established that training should be co-ordinated and arranged by the Clerk.

Two members asked if they could attend a Community Engagement training morning organised by HAPTC. This was agreed.

F 17/36

ITEMS FOR FUTURE AGENDAS

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

Meeting Closed at 21:10