

# Sawbridgeworth Town Council

Sayesbury Manor, Bell Street, Sawbridgeworth  
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**MAYOR**  
Cllr David Royle  
**TOWN CLERK**

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**Richard Bowran** BSc.(Hons) MILCM

To: Cllrs Alder, E Buckmaster, Mortimer, Royle, Riches and Shaw

## FINANCE AND POLICY COMMITTEE

You are invited to a meeting of this committee of the Council which will take place on **Monday 13 March 2017** at 8.00pm, after the meeting of the Planning Committee at Sayesbury Manor, Bell Street, Sawbridgeworth for the transaction of the following business.

A handwritten signature in black ink, appearing to read 'Richard Bowran', written over a horizontal line.

Town Clerk  
07 March 2017

## Agenda

### **F 16/28 APOLOGIES FOR ABSENCE**

To receive any apologies for absence

### **F 16/29 DECLARATIONS OF INTEREST**

To receive any Declarations of Interest by Members

### **F 16/30 MINUTES**



To approve as a correct record the minutes of the Finance and Policy Committee held on 20 February 2017 (F04)

To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.

### **F 16/31 FINANCE MATTERS**

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



- To review the cumulative Income and Expenditure Report for the period to 31 January 2017.

### **F 16/32 STAFFING MATTERS**

To consider any matters relating to members of staff.

- Revision of staff Contracts of Employment
- Benchmarking of staff in relation to levels of remuneration
- Recruitment of a junior member of staff to act as Receptionist among other duties.

**F 16/33    POLICY MATTERS**

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

- To consider priorities for the creation new policy documents for adding to the Constitution of the Town Council.
- To consider a Protocol for the creation and approval of meeting agendas.
- To consider a Protocol for the creation and publishing of meeting minutes.

Members of the public and press are cordially invited to attend all meetings of the council and its committees.