

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 8.05 pm on **Monday 11 June 2018**.

Those present

Cllr Angela Alder	Cllr Roger Beeching
Cllr Eric Buckmaster	Cllr Ruth Buckmaster
Cllr Annelise Furnace	Cllr David Royle
<i>Ex Officio – Cllr Heather Riches</i>	

In attendance:

L Dale – Finance Officer

F 18/01 ELECTION OF CHAIRMAN

To elect a Chairman of the Committee for the year 2018/19

Resolved: That Cllr Eric Buckmaster is Chairman of the Committee for the year 2018/19. [*prop Cllr Beeching; secd Cllr Alder*]

F 18/02 ELECTION OF VICE CHAIRMAN

To elect a Vice Chairman of the Committee for the year 2018/19

Resolved: That Cllr Angela Alder is Vice Chairman of the Committee for the year 2018/19.
[*prop Cllr R Buckmaster; secd Cllr Beeching*]

F 18/03 APOLOGIES FOR ABSENCE

To receive any apologies for absence
There were none

F 18/04 DECLARATIONS OF INTEREST

To receive Declarations of Interest by Members.
There were none

F 18/05 MINUTES

Resolved: To approve as a correct record the minutes of the Finance and Policy Committee held on 16 April 2018 (F04)
[*prop Cllr Alder; secd Cllr R Buckmaster*]

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

Cllr Royle asked for an update on Footpaths. Cllr E Buckmaster said that he is waiting for existing s106 money to be transferred into his locality budget so that he can forward this on to the town council to undertake the work needed on both Elmwood and Church footpaths.

F18/06 TERMS OF REFERENCE

Terms of Reference were examined. The addition of 4.n "To establish and monitor a communications policy to ensure that all outgoing communications are consistent with the resolutions and policies of the town council" was agreed (*prop Cllr Alder; secd Cllr Furnace*)

F 18/07 STAFF MATTERS

To consider any matters relating to members of staff.

Cllr R Buckmaster requested an update on the Town Clerk's phased return to work. It was agreed that the Town Clerk would update the Appointments & Appraisals committee in due course

F 18/08 FINANCE MATTERS

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

- To advise members of the visit of the Internal Auditor on 24 May 2018 and to present the Audit Letter.
- With regard to Audit Recommendation & Matters Arising (Appendix C) LD explained that a majority of petty cash purchases are VAT exempt ie stamps, newspapers, food items, casual labour, vehicle valeting. The new software update should be able to support a mixed rate entry and it is noted that VAT be claimed wherever possible. Barclaycard could be "incorrect" due to statement date running mid-month to mid-month and overlapping year end cut-off - all bank reconciliations are clear matched
- To advise members of the Annual Return for 2017/18 and to make a recommendation for adoption by full council
 - **Recommended:** That the Annual Return be adopted by Council [*prop Cllr Alder; secd Cllr Beeching*]

F 18/09 POLICY MATTERS

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

There were none

F 18/10 COMMUNICATIONS MATTERS

To consider any matters including a policy relating to council communications including the establishment of a "Communications Workshop"

Cllrs R Buckmaster and Royle to attend "Community Engagement Training". Working Party needs to consider both the positives and areas for improvement of Town Council Website, what methods of communication or engagement to use dependent on circumstances eg posters, leaflets, social media and when or whether support is needed from staff. Cllr Alder stressed the need to ensure that all communication be consistent and responsible and in line with Town Council policies. Recommendations regarding policies and budgetary requirements be made to the Finance and Policy Committee. Working Party meeting scheduled for 23 July at 18:30.

F 18/11 ITEMS FOR FUTURE AGENDAS

The following were stated as items for inclusion on future agendas:

Cllr Furnace requested that the Budget v Actual Report be added as a future Agenda item for discussion

Meeting Closed at 20.45

Eric A. Buckmaster
10-9-18.