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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 13 March 2017.**

Those present

Cllr Angela Alder
Cllr Eric Buckmaster
Cllr Heather Riches
Cllr David Royle
Cllr R Buckmaster – ex officio

In attendance:
R Bowran - Town Clerk
Ms J Sargant – Town Projects Manager

F 16/28 APOLOGIES FOR ABSENCE

To receive any apologies for absence. None received.
Cllr Mortimer and Cllr Shaw were absent.

F 16/29 DECLARATIONS OF INTEREST

To receive any Declarations of Interest by Members. There were none.

F 16/30 MINUTES

To approve as a correct record the minutes of the Finance and Policy Committee held on 20 February 2017 (F04)
[prop Cllr Royle; Secd Cllr R Buckmaster]

To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda. None arising.

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. Clerk presented Management Accounts and pointed out treatment of operational salaries.
[prop Cllr Alder; Secd Cllr Riches]

F 16/32 STAFFING MATTERS

To consider any matters relating to members of staff.

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

Chair of the A&A committee asked that these items be considered by the A&A committee and not at this meeting.

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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. Guidelines for use of CCTV, Clerk described current arrangements which it was agreed now need to be documented as a Protocol.

- To consider a Protocol for the creation and approval of meeting agendas. Agreed that there should be a review of the agenda pack a week before legal publication. Members referred to Clerk's table of other town's practises. Amenities committee agenda should in future contain a full Clerk's report so that Members have time to consider relevant questions. Suggestion that the Champion should prepare the report, this was rejected in favour of the committee chairman scrutinising the agenda reports.

- Clerk asked for consideration of whether the committee structure was now fit for purpose. If not this needed to be debated as a policy rather than just being an agenda item at the Annual Meeting of the Town Council. Members confirmed agreement with the present committee structure but that each committee should review their remit and make proposals to council.

- To consider a Protocol for the creation and publishing of meeting minutes. Minutes received at full council should have a watermark stating "Draft" thereon. Draft minutes should be posted on the website as a scanned document within a week of the committee meeting.

- Clerk pointed out that this will add a week to the democratic cycle and reduce currency of reports. This was deemed acceptable.

- Draft agenda items and papers which are not commented on are deemed to be acceptable.

Meeting Closed at 20:50

The next scheduled meeting of the Committee is on Monday 08 June 2017.

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