



# Sawbridgeworth Town Council

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MAYOR

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Clr Mrs Angela Alder  
TOWN CLERK  
Richard Bowran BSc.(Hons) PSLCC

To: Cllrs Alder, R Buckmaster, Burmicz, Hall, Riches and Royle

## STAP & ECONOMIC DEVELOPMENT COMMITTEE

You are invited to a meeting of this committee of the Council which will take place on **Monday 10 September 2018** at 6.00pm, at Sayesbury Manor, Bell Street, Sawbridgeworth for the transaction of the following business.

Town Clerk  
04 September 2018

## Agenda

- S 18/01 ELECTION OF CHAIRMAN**  
[👏] To elect a Chairman of the Committee for the year 2018/19.
- S 18/02 ELECTION OF VICE CHAIRMAN**  
[👏] To elect a Vice Chairman of the Committee for the year 2018/19.
- S 18/03 APOLOGIES FOR ABSENCE**  
To receive any apologies for absence
- S 18/04 DECLARATIONS OF INTEREST**  
To receive any Declarations of Interest by Members
- S 18/05 TERMS OF REFERENCE**  
To consider Terms of Reference for the committee and recommend their adoption by the council.  
[📄] [👏] *Draft Terms of Reference are attached as Appendix A*
- S 18/06 TOWN ACTION PLAN**  
To review and monitor progress made against the Town Action Plan.
- S 18/07 ECONOMIC DEVELOPMENT**  
To review proposals for promoting economic development in the town.
- S 18/08 ITEMS FOR FUTURE AGENDAS**  
To consider any items for inclusion on future agendas.

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

## SAWBRIDGEWORTH TOWN COUNCIL

### SAWBRIDGEWORTH TOWN ACTION PLAN & ECONOMIC DEVELOPMENT COMMITTEE

#### TERMS OF REFERENCE

##### 1 Objectives

- a. To manage, promote and achieve improvements to the facilities of the town.
- b. To make representations to any organisation concerned with the contents of the STAP where in the view of the Committee those services are deteriorating or need to be improved.
- c. Within the limits of the Council's powers and responsibilities and its approved budget to authorise actions to fulfill the above objectives.

##### 2 Standing Orders

The Committee shall take note of and abide by the Standing Orders of the Council.

##### 3 Budget

- a. The Committee shall submit its budget by participation in the budget setting meetings which occur annually during the months of October and November.
- b. The Committee shall be authorised to make payments on items within the budget agreed by the full Council up to the spending limit set and report this action to the next meeting of the Council, and the reason for that expenditure to be minuted.

##### 4 Areas of Responsibility

- Monitoring the STAP
- Amending STAP in line with public opinion
- Amending STAP to take account of the impact of the East Herts District Plan
- Initiating actions to meet the objectives of the STAP
- Reporting to the Annual Town Meeting
- Developing a strategy for Economic Development of the town

##### 5 Membership

The Committee shall consist of six (6) members, duly appointed at the Annual Meeting of the Town Council, plus the Chairman and Vice-Chairman of the Council. The quorum of a meeting shall be three (3) members. The Committee Chairman and Vice-chairman are elected at the first Committee meeting after each Annual Meeting.

ees.