

# 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 15 January 2018**.

#### Those present

Cllr Angela Alder  
Cllr Roger Beeching

Cllr Eric Buckmaster  
Cllr Ruth Buckmaster

#### In attendance:

Lisa Dale- Finance Officer

Joanne Sargant – Town Projects Manager

#### F 17/20 APOLOGIES FOR ABSENCE

Apologies received from  
Cllr Beeching – holiday  
Cllr Royle - unwell

#### F 17/21 DECLARATIONS OF INTEREST

To receive any Declarations of Interest by Members. There were no declarations needed.

#### F 17/22 MINUTES

**Resolved:** To approve as a correct record the minutes of the Finance and Policy Committee held on 11 September 2017 (F02) [prop Cllr Alder; secd Cllr R Buckmaster]

There were no matters arising from these Minutes and not dealt with elsewhere on this Agenda.

#### F 17/23 STAFF MATTERS

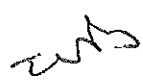
To consider any matters relating to members of staff.

##### Staff Contracts

**Noted:** That following a job evaluation exercise commenced in May 2017, revised contracts of employment have been signed by all members of staff and that the consequential revisions to the staff handbook have been made and issued. A grievance lodged by one member of staff over an alleged breach of contract has been resolved.

##### Town Clerk

**Noted:** That the Town Clerk is currently on sick leave and is unlikely to return to work before March 2018. The Town Projects Manager is designated to act in his absence. Members sent him their good wishes.



**F 17/24 FINANCE MATTERS**

To consider any matters relating to the finances of the Council

**17/24.1 Annual Return**

**Noted:** That the Annual Return has been signed and approved by BDO, the external auditor, with no adverse comments.

**17/24.2 Internal Auditor**

**Resolved:** That Mr Chris Clark be re-appointed as internal auditor to the town council. Mr Clark has expressed his willingness to accept such an appointment.

*[prop Cllr Alder; secd Cllr Furnace]*

**17/24.3 Budget 2018/19**

To review the draft budget for the year 2018/19; to respond to any written questions put to the Chair of F&P or The Clerk prior to the meeting; to receive any supplementary questions for clarification.

There had been no questions raised prior to the meeting. Cllr E Buckmaster presented a summary of the forward financial position for the council.

Key questions raised were:

- Cllr R Buckmaster. Will the one year contract for the Receptionist be extended? *Budget assumption is it will, agreed that any contract would be on a rolling basis.*
- Cllr R Buckmaster. Why was there a budget for Tourism? *This has been made to provide for a professional survey of needs in the town to encourage visitors.*
- Cllr Furnace. If contingency sums are not used will they roll over to the next year? *Any unused budget will contribute to a surplus at the end of the year which will be added to General Reserves.*
- Cllr R Buckmaster. Why had the budget for Champion of the year been increased? *Members had resolved to revamp the Citizen of the Year awards and this was to provide publicity, new trophies and the awards evening.*
- Cllr R Buckmaster. Why had income been increased for parish paths? *This relates to sub-contract planter watering that in past years has been for Gilston and Eastwick parish but for next year will also include High Wych parish.*

**Recommended:** That the Budget for the year 2018/19 be presented to council for adoption.

*[prop Cllr Alder; secd Cllr R Buckmaster]*

**F 17/25 POLICY MATTERS**

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



**17/25.1 Festive Lights Contract.**

**Noted:** That further to Item F17/17.2 a three year agreement at a cost of £8,850 per annum has been placed with Aylesford Electrical for the installation, testing, maintenance, de-installation and storage of the town council's festive lights.

**17/25.2 Health & Safety Support.**

**Noted:** That further to Item F17/17.3 a three year agreement at a cost of £2,700 per annum has been placed with ELAS for the provision of HR and Health & Safety advice and insurance against claims made upon the council

**F 17/26 COMMUNICATION MATTERS**

To consider any matters, including a policy, relating to council communications. There was no discussion on this item but Members wished it to remain as an on-going agenda item.

**F 17/27 ITEMS FOR FUTURE AGENDAS**

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

Meeting Closed at 21:51

*Eric A. Kishan*  
*12-4-18.*