

SAWBRIDGECWORTH TOWN COUNCIL

FINANCE, POLICY and ECONOMIC DEVELOPMENT COMMITTEE

Minutes

of the meeting of the Finance and Policy Committee held at the Chamber, Sayesbury Manor, Bell Street, Sawbridgeworth at 8:00pm on **Monday 12th June 2023**.

Those present

Cllr Eric Buckmaster	Cllr Greg Rattey
Cllr Ruth Buckmaster	Cllr Reece Smith
Cllr Nathan Parsad-Wyatt	Cllr Steve Smith

In attendance:

Christopher Hunt - Town Clerk
Lisa Dale – Finance Officer

F 23/01 ELECTION OF CHAIR

To elect a Chair of the Committee for the year 2023/24.

Resolved: Cllr Eric Buckmaster

[prop Cllr N Parsad-Wyatt sec'd Cllr Ruth Buckmaster]

F 23/02 ELECTION OF VICE CHAIR

To elect a Vice Chair of the Committee for the year 2023/24.

Resolved: Cllr Nathan Parsad-Wyatt

[prop Cllr E Buckmaster sec'd Cllr R Buckmaster]

F 23/03 APOLOGIES FOR ABSENCE

Non received.

F 23/04 DECLARATIONS OF INTEREST

There were no declarations of interest by members

F 23/05 MINUTES

To approve as a correct record the minutes of the Finance and Policy Committee held on 16th January 2023 (FO3).

[prop Cllr Parsad-Wyatt sec'd Cllr R Buckmaster]

F 23/06 STAFF MATTERS

To consider any matters relating to members of staff.

Office Staff

- Staff one to ones have been completed and no issues raised.
- No sickness issues.
- Each member of staff has booked periods of summer leave and cover has been arranged to allow for normal business to continue.
- Training to be reviewed for the next year, all staff first aid trained until November 2024 and Mental Health in the Workplace trained October 2025.

Rangers

- No sickness issues.
- Health and Safety awareness training up to date for lone working and other relevant risks.
- Both first aid trained until November 2024
- Leave periods booked allowing cover to maintain normal business.

- Earlier start to days to allow watering to take place prior to increased foot and vehicle traffic.

Drivers

- One driver has been long term sick and now on half pay.
- Drivers leave has been covered to allow the bus service to be maintained.
- Two trained back up drivers are available to cover at short notice if required.
- All first aid trained until November 2024

F 23/07 FINANCE MATTERS

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

- To advise members of arrangements for the visit of the Internal Auditor which is due this week being Wednesday 14th June 2023.
- To advise members of the arrangements for External Audit by PKF Littlejohn. The final report will be completed at the conclusion of the internal audit and presented at the full town council meeting on 26th June 2023.

F 23/08 JUBILEE GARDENS (TOWN GREEN) WORKING PARTY

Update on the current project status, Cllr R Buckmaster informed the committee that a designer had been appointed who was starting the project next week. This work will be in conjunction with the working party and using the consultation results from the surveys previously completed.

F23/09 ECONOMIC DEVELOPMENT

To discuss proposals for promoting economic development in the town:

- The Clerk stated that since being in post he has wanted to explore a project in the town that may be close to those as other local towns which have proved successful. These are such as the Hertford 'Festival of Music' and Ware's Dickensian evening which attracts large crowds helping the local economy.
- Cllr Rattey stated as the business champion he wanted to work with local licensed premises to develop an event such as taster menus to attract people to try new locations out and to raise awareness of the availability of the diverse food and licensed premises in and around the town.
- Cllr R Buckmaster stated that this was explored tentatively previously with a visit to Hertford to explore their event which was very good.

It was generally agreed this was a good project to explore further and to be added to the agenda for future meetings.

F23/10 COUNCILLOR ENGAGEMENT

The Clerk raised councillor engagement with the community and if any change or ideas were required to be explored. It was agreed to continue to work alongside the police and explore further opportunities such as surgeries moving forwards.

F23/11 FUNDING OPPORTUNITIES

The Clerk updated members on the success in funding streams for the SawboBus and Jubilee Gardens and asked if funding streams were available he was happy to explore applications for local projects.

F23/12 ITEMS FOR FUTURE AGENDAS
Nothing raised

Meeting Closed at 8:25pm