

Sawbridgeworth Town Council



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MAYOR

Cllr Barry Hodges JP

T OWN CLERK

Richard Bowran BSc.(Hons) MILCM

To: Cllrs Alder, Buckmaster, Filler, Hodges, Lowe and Mitchell

FINANCE AND POLICY COMMITTEE

You are summoned to a meeting of this committee of the Council which will take place on **Monday 11 June 2012** following the meeting of the Planning Committee, at around 8.30pm, at 49-51 Bell Street, Sawbridgeworth for the transaction of the following business.

Town Clerk
05 June 2011

AGENDA

- F 12/01 ELECTION OF CHAIRMAN & VICE CHAIRMAN**
To elect a Chairman and Vice Chairman of the Committee for the year 2012/13.
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- F 12/02 APOLOGIES FOR ABSENCE**
To receive any apologies for absence
- F 12/03 DECLARATIONS OF INTEREST**
To receive any Declarations of Interest by Members
- F 12/04 MINUTES**
To approve as a correct record the minutes of the Finance and Policy Committee held on 12 March 2012 (F06)
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To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.
- F 12/05 STAFF MATTERS**
To consider any matters relating to members of staff.
- Town Ranger – confirmation of appointment with effect from 01 May 2012.
 - Admin Officer (Reception) – return to work after maternity leave.
 - Admin Officer (Projects) – confirmation of appointment with effect from 01 June 2012.
- F 12/06 FINANCE MATTERS**
To consider any matters relating to the finances of and year end arrangements of the Council
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- To advise members of the visit of the Internal Auditor
 - To advise members of the annual accounts for 2011/12 and to make a recommendation for adoption by full council

F12/07 CIVIC CENTRE PROJECT
To receive the Clerks report on the progress of the construction of the new Civic Centre at Sayesbury Manor Cottage.

F 12/08 MEMORIAL HALL PROJECT
To review the progress and financial report from the Trustees of the Memorial Hall relating to the refurbishment project.



To renew the delegated authority for the Clerk to sanction further expenditure on the project

F 12/09 POLICY MATTERS
To review the Policy Statement for the future development of Town Council services to the community.

- Council Constitution
- Farmers Market