

Sawbridgeworth Town Council

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MAYOR
Cllr David Royle
TOWN CLERK

Richard Bowran BSc.(Hons) MILCM

To: Cllrs Alder, E Buckmaster, Mortimer, Royle, Riches and Shaw

FINANCE AND POLICY COMMITTEE

You are summoned to a meeting of this committee of the Council which will take place on **Monday 06 June 2016** following the meeting of the Planning Committee, at around 8.00pm, at Sayesbury Manor, Bell Street, Sawbridgeworth for the transaction of the following business.



Town Clerk
31 May 2016

Agenda

- F 16/01 ELECTION OF CHAIRMAN**
To elect a Chairman of the Committee for the year 2016/17.
[👏]
- F 16/02 ELECTION OF VICE CHAIRMAN**
To elect a Vice Chairman of the Committee for the year 2016/17.
[👏]
- F 16/03 APOLOGIES FOR ABSENCE**
To receive any apologies for absence
- F 16/04 DECLARATIONS OF INTEREST**
To receive any Declarations of Interest by Members
- F 16/05 MINUTES**
To approve as a correct record the minutes of the Finance and Policy Committee held on 14 March 2016 (F04)
[📄] [👏]
To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.
- F 16/06 COMMUNICATIONS WORKING PARTY**
To receive notes of the meeting of the Communications Working party held on 29 April 2016
[📄]
- F 16/07 STAFF MATTERS**
To consider any matters relating to members of staff.
- Administration Officers:
 - Arrangements for Officer on return from maternity leave
 - Officer request to reduce hours

- Community Bus Drivers
 - Saturday arrangements
- Grounds Staff
 - Resignation of General Hand.
 - Summer hours for Ranger
 - Student providing cover for summer period
- National Pay Award
 - Advice of an NALC/SLCC agreement on a national award of 1% for 2016/17 back dated to 01 April 2016 and 1% for 2017/18 effective 01 April 2017.

F 16/08 FINANCE MATTERS

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

- To advise members of the visit of the Internal Auditor on 03 June 2016 and to present her Audit Letter.
- To advise members of the Annual Return for 2015/16 and to make a recommendation for adoption by full council
- To consider £250 to be the *de minimus* sum for accruals and pre-payments.
- To consider some virements to the budget for 2016/17 in the light of information received since the resolution to approve was made in January 2016.

F 16/09 POLICY MATTERS

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

- To report on the town council's response to the Draft Parish Councils' Bill
- To consider a licence agreement to enable the Town Council to grant permissive rights of access to land to the north of High Wych Road.
- To consider a variation in the policy for charges to be made for the hire of the council chamber.

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