

Sawbridgeworth Town Council

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MAYOR
Cllr Ruth Buckmaster
TOWN CLERK
Richard Bowran BSc.(Hons) MILCM

To: Cllrs Alder, Beeching, E Buckmaster, R Buckmaster and Royle

FINANCE AND POLICY COMMITTEE

You are invited to a meeting of this committee of the Council which will take place on **Monday 05 June 2017** 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
30 May 2017

Agenda

- F 17/01 ELECTION OF CHAIRMAN**
To elect a Chairman of the Committee for the year 2017/18.
[👏]
- F 17/02 ELECTION OF VICE CHAIRMAN**
To elect a Vice Chairman of the Committee for the year 2017/18.
[👏]
- F 17/03 APOLOGIES FOR ABSENCE**
To receive any apologies for absence
To note that there is a vacancy on this committee
- F 17/04 DECLARATIONS OF INTEREST**
To receive any Declarations of Interest by Members
- F 17/05 MINUTES**
To approve as a correct record the minutes of the Finance and Policy Committee held on 13 March 2017 (F05)
Attached as Appendix A
To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.
- F 17/06 TERMS OF REFERENCE**
To consider Terms of Reference for the committee and recommend their adoption by the council.
Current Terms of Reference are attached as Appendix B
[📄] [👏]
- F 17/07 STAFF MATTERS**
To consider any matters relating to members of staff.
- Update by the Appointments and Appraisals sub-committee on the

Job Evaluation exercise carried out on 15 May and the subsequent report.

- Recruitment of a Receptionist. To report on the interviews carried out on 30 May and to confirm the contract of employment to be offered to the preferred candidate.

F 17/08 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 01 June 2017 and to present the Audit Letter.

[👏]

To advise members of the Annual Return for 2016/17 and to make a recommendation for adoption by full council

F 17/09 POLICY MATTERS

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

- To authorise the Clerk to sign a three year lease agreement at a cost of £5,004 per annum with Oakridge Nurseries for the use of a storage barn to replace the former storage facility at Bakers Farm.

[👏]

F 17/10 COMMUNICATION MATTERS

To consider any matters including a policy relating to council communications

[📄]

Current Communications Protocol is attached as Appendix C

F 17/11 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 committees.