

Sawbridgeworth Town Council

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MAYOR

Cllr Eric Buckmaster BSc (Econ)

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TOWN CLERK

Richard Bowran BSc.(Hons) MILCM

To: Cllrs Alder, E Buckmaster, Filler, Hodges, Mitchell, Reeks and Wincott

FINANCE AND POLICY COMMITTEE

You are invited to attend a meeting of this committee of the Council which will take place on **Monday 15 September 2014** following the meeting of the Planning Committee, at around 8.00pm, at Sayesbury Manor, Bell Street, Sawbridgeworth for the transaction of the following business.

A handwritten signature in black ink, appearing to read 'Richard Bowran', written over a horizontal line.

Town Clerk
09 September 2014

AGENDA

F 14/08 APOLOGIES FOR ABSENCE

To receive any apologies for absence

F 14/09 DECLARATIONS OF INTEREST

To receive any Declarations of Interest by Members

F 14/10 MINUTES

To approve as a correct record the minutes of the Finance and Policy Committee held on 09 June 2014 (F01)

[📄] [👉]

To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.

F 14/11 STAFF MATTERS

To consider any matters relating to members of staff.

1. Administration Officer (Finance) – to advise members of the appointment of Mrs Lisa Dale to replace Mrs Susan Adam upon her retirement as Finance Officer
2. Handyman – to advise Members of the appointment of Terry Wilson as a General Hand

F 14/12 FINANCE MATTERS

To consider any matters relating to the financial arrangements of the Council

1. To receive a report on the opening of the "Sawbridgeworth Mayor's Charity" account with TSB Bank, in order to comply with the recommendation of the internal auditor.
2. To seek approval to increase the Imprest account value to £500 as a result of the changed banking arrangements imposed upon the council by Lloyds Bank.

[👉]

F 14/13 POLICY MATTERS

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

[📄] [👏]

1. To consider a Policy for Staff Discipline

[📄] [👏]

2. To consider a Policy for Staff Grievances

[📄] [👏]

3. To consider the publication of a Staff Handbook.

[📄] [👏]

4. To consider a proposal to contract with an employment and health and safety advice service

F 14/14 EXCLUSION OF PRESS AND PUBLIC

[👏]

To resolve that pursuant to the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting during the consideration of the following item because of the confidential nature of the business to be discussed which relates to contractual matters

PART 2 ITEM

F 14/15 PERSONNEL MATTER

To receive a report relating to the termination of the employment contract of a member of staff.

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