

# Sawbridgeworth Town Council

Sayesbury Manor, Bell Street, Sawbridgeworth  
Hertfordshire CM21 9AN  
Tel: 01279 724537



**MAYOR**  
Cllr David Royle  
**TOWN CLERK**

e-mail: [info@sawbridgeworth-tc.gov.uk](mailto:info@sawbridgeworth-tc.gov.uk)  
web: [www.sawbridgeworth-tc.gov.uk](http://www.sawbridgeworth-tc.gov.uk)

**Richard Bowran** BSc.(Hons) MILCM

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




## FINANCE AND POLICY COMMITTEE

You are invited to a meeting of this committee of the Council which will take place on **Monday 12 September 2016** at 7:30pm, 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  
06 September 2016

## Agenda

- F 16/10 APOLOGIES FOR ABSENCE**  
To receive any apologies for absence
- F 16/11 DECLARATIONS OF INTEREST**  
To receive any Declarations of Interest by Members
- F 16/12 MINUTES**  
To approve as a correct record the minutes of the Finance and Policy Committee held on 06 June 2016 (F01)
-   To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.
- F 16/13 APPOINTMENTS AND APPRAISALS COMMITTEE**  
To receive notes of the meeting of the Appointment and Appraisals Committee held on 28 July 2016
- 
- F 16/14 STAFF MATTERS**  
To consider any matters relating to members of staff.
- Administration Officers:
    - Arrangements for future staffing upon the return of an Officer from maternity leave
  - Community Bus Drivers
    - Saturday arrangements
  - Grounds Staff
    - Summer hours for Ranger ended
    - Student provided cover for summer period



**F 16/15 FINANCE MATTERS**

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

[📄]

- To review the cumulative Income and Expenditure Report for the period to 31 August 2016.

[📄]

- To review budget virements authorised on 06 June 2016 and recorded as minute F16/08.
- To advise members of the response from and the request for further information by the external auditor.

**F 16/16 POLICY MATTERS**

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

[📄]

- To consider priorities for the creation new policy documents for adding to the Constitution of the Town Council.

[👏]

- To consider the delegation of authority to the Chairman of the F&P Committee acting with the Mayor and the Clerk for the commitment of expenditure from Specific Reserves.

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