

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 11 September 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
05 September 2017

Agenda

- F 17/12 APOLOGIES FOR ABSENCE**
To receive any apologies for absence
- F 17/13 DECLARATIONS OF INTEREST**
To receive any Declarations of Interest by Members
- F 17/14 MINUTES**
To approve as a correct record the minutes of the Finance and Policy Committee held on 05 June 2017 (F01)
Attached as Appendix A
-  
- To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.
- F 17/15 STAFF MATTERS**
To consider any matters relating to members of staff.
- Job Evaluations
Update by the Appointments and Appraisals sub-committee on the Job Evaluation exercise carried out on 15 May 2017, and the subsequent report by the A&A sub-committee dated 17 July.
- Recruitment of Part Time Receptionist
Update by the Town Clerk on the process for the second round of recruitment of a receptionist to work on Tuesdays and Wednesdays.

F 17/16 FINANCE MATTERS

To consider any matters relating to the finances of the Council

F 17/16.1 Annual Return

To advise members that the Annual Return and supporting documents were duly submitted to BDO, the external auditor, in due time and that the notice advising on the availability of accounts for inspection had been posted.

F 17/16.2 Management Report

To present a financial management report for the five months to 31 August 2017 to members for inspection and approval.

[📄] [👤]

Attached as Appendix B

F 17/16.3 Investments

To authorise the Clerk to make a deposit of £50,000 with The Public Sector Deposit Fund managed by CCLA (Churches Charities and Local Authorities) Investment Management Limited. A pooled, qualifying money market fund managed by CCLA, created for the public sector by the public sector.

[📄] [👤]

Attached as Appendix C

F 17/16.4 Card payments

Following an increasing demand for alternative methods of paying for allotment rent and event tickets, plus the ability to ensure deposits and damage excesses for equipment hire:

[👤]

To authorise the Clerk to establish a card merchant account

F 17/16.5 Budget

To discuss general parameters and assumptions for the creation of a budget for 2018/19

F 17/17 POLICY MATTERS

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

F 17/17.1 Standing Orders and Financial Regulations.

Following recommendations in the report of the Internal Auditor.

[👤]

To approve changes to Standing Orders and Financial Regulations relating to details of content.

F 17/17.2 Festive Lights Contract.

Following a Tender process conducted in August 2017;

[📄] [👤]

To authorise the Clerk to sign a further three year agreement at a cost of £8,850 per annum with Aylesford Electrical for the installation, testing, maintenance, de-installation and storage of the town council's festive lights.

Attached as Appendix D

F 17/17.3 Health & Safety Support.

Following an evaluation of options carried out by the Clerk in August 2017.

[📄] [👤]

To authorise the Clerk to sign a further three year agreement at a cost of £2,700 per annum with ELAS for the provision of HR and Health & Safety advice and insurance against claims made upon the council.

Attached as Appendix E

F 17/17.4

Council Champions.

Following a submitted paper.

To consider a proposed Job Description for Members taking on the role of Champion.

Attached as Appendix F

[📄] [👤]

F 17/17.5

Charges for Services

Following an increase in the requests from members of the public for photocopying and laminating services:

To consider and approve charges to third parties for council provided reproduction and associated services

Attached as Appendix G

[📄] [👤]

F 17/17.6

Charges for the Hire of Council Assets

Following a number of requests for hiring council assets:

To consider and approve charges to third parties for the hire and conditions of hire of council owned assets.

Internal draft attached as Appendix H

[📄] [👤]

F 17/17.7

Cemetery Regulations

Following a review of the provisions contained in published Regulations for the users of the Three Mile Pond Cemetery:

To consider and approve the following changes in wording relating to the length of time floral tributes may be left on graves following an interment:

- Clause 29: delete “seven days” and insert “fourteen days”
- Clause 37: delete “seven days” and insert “fourteen days”

[👤]

F 17/18

COMMUNICATION MATTERS

To consider any matters, including a policy, relating to council communications.

Cllr Royle to present the results of the survey of members to determine:

- What should be contained on the council web-site?
- What are the ways the council should be communicating with the public?

F 17/19

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.