



Sawbridgeworth Town Council

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MAYOR
Cllr Mrs Angela Alder
TOWN CLERK
Richard Bowran BSc.(Hons) PSLCC

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

FINANCE AND POLICY COMMITTEE

You are invited to a meeting of this committee of the Council which will take place on **Monday 10 September 2018** 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
04 September 2018

Agenda

- F 18/12 APOLOGIES FOR ABSENCE**
To receive any apologies for absence
- F 18/13 DECLARATIONS OF INTEREST**
To receive any Declarations of Interest by Members
- F 18/14 MINUTES**
To approve as a correct record the minutes of the Finance and Policy Committee held on 11 June 2018 (F01) *Attached as Appendix A*
To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.
- F 18/15 STAFF MATTERS**
To consider any matters relating to members of staff.
- To note the appointment of G Howell as a General Hand on a one year contract with a limit of 416 hours in the year.
- F 18/16 FINANCE MATTERS**
To consider any matters relating to the finances of the Council
- To receive and approve management accounts for the period to 31 August 2018 *Attached as Appendix B and Notes as Appendix C.*
 - To initiate the budget process for 2019/20 with preliminary assumptions and a call for projects from the various committees.

F 18/17 POLICY MATTERS

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

[📄]

- To receive and comment on the new standard Standing Orders advocated by NALC *Attached as Appendices D, E and F*

[👏]

- To consider sponsoring the attendance of Cllr Royle at the annual conference of the National Association of Local Councils in October 2018 in Milton Keynes. Cost estimated at £350 plus traveling expenses approximately £60 – available budget £520.

F 18/18 COMMUNICATION MATTERS

To consider any matters relating to council communications

- The establishment of a “Communications Workshop”
- To receive a report on the Communications Training course attended by Cllrs R Buckmaster and Royle

F 18/19 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.