

SAWBRIDGEWORTH TOWN COUNCIL

FINANCE AND POLICY COMMITTEE

Minutes

of the meeting of the Finance and Policy Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 20:50 on **Monday 09 September 2019**.

Those present

Cllr Angela Alder	Cllr Spencer Richards
Cllr Eric Buckmaster	Cllr David Royle
Cllr Annelise Berendt Furnace	Cllr John Burnicz

In attendance:

1 Member of the public	
R Bowran – Town Clerk	J Sargent – Town Projects Manager

F 19/16 APOLOGIES FOR ABSENCE

Apologies for absence received from Cllr R Buckmaster - unwell

F 19/17 DECLARATIONS OF INTEREST

There were no Declarations of Interest by Members

F 19/18 MINUTES

Resolved: To approve as a correct record the minutes of the Finance and Policy Committee held on 15 July 2019 (F01A) [*prop Cllr Alder; secd Cllr Royle*]

There were no matters arising from these Minutes not dealt with elsewhere on this Agenda.

F 19/19 STAFF MATTERS

To consider any matters relating to members of staff.

- The absence due to long term sickness of the Town Ranger. Clerk reported that the Town Ranger was making a good recovery but was unlikely to be signed as fit for work before the end of October. A Return to Work programme was being prepared for him.

F 19/20 FINANCE MATTERS

To consider any matters relating to the finances of the Council

- Oakridge insurance claim – Members were updated on the insurance claim following the fire at Oakridge Nursery
- Insurance renewal – Members were advised of the invitation to renew the council's general insurance policy, due for renewal on 01 October 2019. Renewal premium £6,100 which includes insuring the fabric of the Bell Street conveniences as required by EHDC. (Budget £6,000)
- Bell Street Conveniences – Members were updated on the financial implications of the Bell Street convenience project
- Management Accounts – there being no questions following the presentation, it was



Resolved: To approve management accounts for the five months period to 31 August 2019.

[prop Cllr Burnicz; secd Cllr Royle]

- To seek initial assumptions for the Budget for 2020-21. Clerk presented outline assumptions upon which he will proceed to prepare a draft budget to be discussed with the Chair of the committee.

F 19/21 POLICY MATTERS

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

- Constitution – Clerk presented the current elements of the written constitution and sought priorities for the preparation of future policies to be added. It was left to the Clerk to determine this.
- Financial Regulations – **Resolved:** to consider the new model Financial Regulations prepared by NALC and whether to recommend them once reviewed and amended for adoption by the council. *[Cllr Alder; secd Cllr Berendt Furnace]*
- Cemetery Eco-Toilet – **Resolved:** To install an eco-toilet at the Town Council cemetery at Three Mile Pond at a cost of £13,900 and to fund this sum by the capital surplus available from EHDC of £7,943 and by viring the budget underspend in this financial year of £6,666 on convenience maintenance. *[prop Cllr Royle; secd Cllr Alder]*
- CCTV Extension – **Resolved:** To upgrade the technology platform and extend the coverage of the town's CCTV system at a cost of £6,186 and to vire this sum from the Town Green development budget which will not be used this financial year. *[prop Cllr Alder; secd Cllr Burnicz]*

F 19/22 COMMUNICATION MATTERS

To consider any matters relating to council communications including the establishment of a "Communications Workshop"

Members considered the implications of new regulations entitled 'The Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018' and agreed that we should take advice from the council's IT and web support companies for advice on compliance.

F 19/23 ITEMS FOR FUTURE AGENDAS

To consider items for inclusion in future agendas

Meeting Closed at 22:15

Eric A. Burnicz
18-11-2019