

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 7:30 pm on **Monday 12 September 2016**.

Those present

Cllr Angela Alder	Cllr Will Mortimer
Cllr Eric Buckmaster	Cllr Heather Riches
<i>Cllr R Buckmaster – ex officio</i>	Cllr David Royle

In attendance:

R Bowran - Town Clerk	Joanne Sargant – Town Projects Manager
	Lisa Dale – Finance Officer

F 16/10 APOLOGIES FOR ABSENCE

Received from Cllr Mike Shaw – work commitment

F 16/11 DECLARATIONS OF INTEREST

To receive any Declarations of Interest. There were none.

F 16/12 MINUTES

Resolved: To approve as a correct record the minutes of the Finance and Policy Committee held on 06 June 2016 (F01)
[prop Cllr Alder; secd Cllr Riches]

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

F 16/13 APPOINTMENTS AND APPRAISALS COMMITTEE

Received and Noted: 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. Laura Carter will be returning to work at the beginning of November after taking four weeks holiday at the termination of her maternity leave. Consideration, for budgeting purposes, of future staffing will be presented to the A&A Committee.

Community Bus Drivers:

Saturday driving is being carried out by a rota of five drivers, paid for by virements. Consideration will be made to budget for this in 2017/18.

Grounds Staff:

Summer hours for Ranger have now ended as has a student providing cover for summer period. Extra ground works will be covered by contractors paid for by unused salary budget for the handyman.

F 16/15 FINANCE MATTERS

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

- The cumulative Income and Expenditure Report for the period to 31 August 2016 was reviewed. Members approved the format of the summary report.
 - Cllr Riches asked why the community bus account was in deficit. *Clerk answered that we had not yet received the annual grant income from EHDC.*
- The budget virements authorised on 06 June 2016 and recorded as minute F16/08 were reviewed.
- Members were advised 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.

Members considered priorities for the creation new policy documents for adding to the Constitution of the Town Council. Clerk advised that the chairman of F&P had arranged to meet with him on a monthly basis to discuss priorities. Agreed that the clerk should produce a schedule of current policies and a date for their review.

Resolved: To agree 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 for matters concerning community transport.

[prop Cllr Alder; secd Cllr R Buckmaster]

Meeting Closed at 20:24

The next scheduled meeting of the Committee is on Monday 05 December 2016.