

# SAWBRIDGECWORTH TOWN COUNCIL

## FINANCE, POLICY and ECONOMIC DEVELOPMENT COMMITTEE

### Minutes

of the meeting of the Finance and Policy Committee held at the Chamber, Sayesbury Manor, Bell Street, Sawbridgeworth at 8:00pm on **Monday 16<sup>th</sup> January 2023**.

#### **Those present**

Cllr Eric Buckmaster  
Cllr Ruth Buckmaster

Cllr Nathan Parsad  
Cllr John Rider

#### **In attendance:**

Christopher Hunt - Town Clerk  
Joanne Sargant – Projects Manager

#### **F 22/24 APOLOGIES FOR ABSENCE**

Cllr Angela Alder  
Resolved to accept apologies  
*[prop Cllr Parsad secd Cllr R Buckmaster]*

#### **F 22/25 DECLARATIONS OF INTEREST**

There were no declarations of interest by members

#### **F 22/26 MINUTES**

There were no minutes from the 12<sup>th</sup> September meeting as this was cancelled due to the death of Her Majesty Queen Elizabeth II.

#### **F 22/27 STAFF MATTERS**

To consider any matters relating to members of staff.

- New ranger has settled in and now managing the allotment sites as well as responding to the recent inclement weather with salt delivery and snow clearance.
- All appraisals are up to date.

#### **F 22/28 FINANCE MATTERS**

- Cllr E Buckmaster referred to the 2023/24 budget and asked if members agreed to the Clerk referring to the points in his report to cover the main areas of change, all agreed to this.

- The Clerk then proceeded to read from his report:

Summary

Income will be enhanced by:

- The cemetery and the adoption of West Road allotments.
- Obtaining grants wherever possible
- Sponsorship

Expenditure will be contained by

- Reducing subcontracted work
- Negotiating lower costs for toilet maintenance
- Fixing utility costs for the civic centre

Reserves will be managed close to the recommended levels by

- Setting a balanced budget
- Applying any proceeds from excess of income over expenditure

### **Proposed Budget**

The proposed budget contained in the attached schedule suggests:  
Precept for 2023-24 of £429,324 (2022-23 £383,325)

This is an increase of 5.2% on Band D equivalent housing

Resolved, for the budget to be accepted at this meeting and submitted at the full town council meeting on 30<sup>th</sup> January 2023  
[prop Cllr Parsad; sec'd Cllr R Buckmaster]

#### **F 22/29 POLICY MATTERS**

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

Reviewed policy 3.3 Vexatious behaviour  
Reviewed policy 3.4 Petitions  
Reviewed policy 6.12 Fly Posting Procedure

These policies will be reviewed for legislation changes regularly

#### **F22/30 JUBILEE GARDENS (TOWN GREEN) WORKING PARTY**

The Clerk updated members on the progress of the Jubilee Gardens project and that five companies had tendered for the design phase. A business case and update report had been sent to East Herts Council Officers who manage the land for advice. The Clerk was waiting on a response from these officers, allowing the project can progress.

#### **F22/31 TOWN MARKET**

The Towns Project Manager updated members that all branding had been completed for the market and she was actively seeking stall holders now to launch the project later this year.

#### **F22/32 COUNCILLOR ENGAGEMENT**

The Clerk confirmed councillors were content in engaging with the public through police surgeries and at events. Any other engagement ideas will be explored if required.

#### **F22/33 FUNDING OPPORTUNITIES**

The Clerk updated members on the success in funding streams for the SawboBus and Jubilee Gardens.

#### **F22/34 ITEMS FOR FUTURE AGENDAS**

Nothing raised

Meeting Closed at 9:20pm