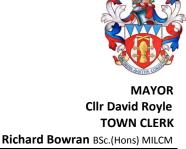
Sawbridgeworth Town Council

Sayesbury Manor, Bell Street, Sawbridgeworth Hertfordshire CM21 9AN

Tel: 01279 724537

e-mail: info@sawbridgeworth-tc.gov.uk web: www.sawbridgeworth-tc.gov.uk



To: Cllrs Adamopoulos, E Buckmaster, Mortimer, Royle, Riches and Shaw

FINANCE AND POLICY COMMITTEE

You are invited to a meeting of this committee of the Council which will take place on **Monday 05 December 2016** at 7:30pm, at Sayesbury Manor, Bell Street, Sawbridgeworth for the transaction of the following business.

Town Clerk 29 November 2016

Agenda

| E 40/47 | ADOLOGIES ESD | ADOENIOE |
|---------|---------------|----------|
| F 16/17 | APOLOGIES FOR | ABSENCE |

To receive any apologies for absence

F 16/18 DECLARATIONS OF INTEREST

To receive any Declarations of Interest by Members

F 16/19 MINUTES

To approve as a correct record the minutes of the Finance and Policy [a] [*] Committee held on 12 September 2016 (F02)

To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.

F 16/20 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

F 16/21 FINANCE MATTERS

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

 To review the cumulative Income and Expenditure Report for the period to 30 November 2016.

• To review and consider a Budget for 2017/18 and make a recommendation for adoption by the Council.

F 16/22 POLICY MATTERS

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

- To consider the content of the Town Council's Constitution; to suggest additions to and subtractions from the schedule of Policies and Protocols and to determine the priorities for the creation of new Policies
- Emergency Plans. To discuss the proposal from DCLG that town and parish councils should prepare Emergency Plans.
- To consider new draft policy documents and make recommendations to Council for adding to the Constitution of the Town Council.
 - Policy 1.7 Corporate Structure
 - Policy 4.8 Marking the Death of a member of the Royal Family
 - Policy 5.1 Councillor and Officer Relations Protocol
 - Policy 6.2 Communications Protocol
- To review the following Policies which are due by rotation for review:
 - Policy 0,0 STC Constitution Review Dates
 - Policy 3.2 Complaints Procedure
 - Policy 3.4 Petitions
 - Policy 6.12 Fly Posting

Members of the public and press are cordially invited to attend all meetings of the council and its committees.





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