

Sawbridgeworth Town Council

Sayesbury Manor, Bell Street, Sawbridgeworth
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MAYOR
Cllr David Royle
TOWN CLERK

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Richard Bowran BSc.(Hons) MILCM

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.

A handwritten signature in black ink, appearing to read 'Richard Bowran', written over a horizontal line.

Town Clerk
29 November 2016

Agenda

- 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 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.