

Sawbridgeworth Town Council

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MAYOR
Cllr Ruth Buckmaster
TOWN CLERK
Richard Bowran BSc.(Hons) PSLCC

To: Cllrs Alder, Beeching, E Buckmaster, R Buckmaster, Furnace and Royle



FINANCE AND POLICY COMMITTEE

You are invited to a meeting of this committee of the Council which will take place on **Monday 15 January 2018** following the meeting of the Planning Committee, at around 8.00pm, at Sayesbury Manor, Bell Street, Sawbridgeworth for the transaction of the following business.

Joanne Sargant

on behalf of the Town Clerk
09 January 2018

Agenda

- F 17/20 APOLOGIES FOR ABSENCE**
To receive any apologies for absence
- F 17/21 DECLARATIONS OF INTEREST**
To receive any Declarations of Interest by Members
- F 17/22 MINUTES**
To approve as a correct record the minutes of the Finance and Policy Committee held on 11 September 2017 (F02)
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- To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.
- F 17/23 STAFF MATTERS**
To consider any matters relating to members of staff.
- Staff Contracts
To note that following a job evaluation exercise commenced in May 2017, revised contracts of employment have been signed by all members of staff and that the consequential revisions to the staff handbook have been made and issued. A grievance lodged by one member of staff over an alleged breach of contract has been resolved.
- Town Clerk
To note that the Town Clerk is currently on sick leave and is unlikely to return to work before March 2018. The Town Projects Manager is designated to act in his absence.

F 17/24 FINANCE MATTERS

To consider any matters relating to the finances of the Council

F 17/24.1 Annual Return

To advise members that the Annual Return has been signed and approved by BDO, the external auditor, with no adverse comments.

F 17/24.2 Internal Auditor

To resolve that Mr Chris Clark be re-appointed as internal auditor to the town council. Mr Clark has expressed his willingness to accept such an appointment.

F 17/24.3 Budget 2018/19

To review the draft budget for the year 2018/19; to respond to any written questions put to the Chair of F&P or The Clerk prior to the meeting; to receive any supplementary questions for clarification.



To make a recommendation for adoption of the budget by Council.

Attached are the Draft Budget and Notes to the Budget

F 17/25 POLICY MATTERS

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

F 17/25.1 Festive Lights Contract.

To note that further to Item F17/17.2 a three year agreement at a cost of £8,850 per annum has been placed with Aylesford Electrical for the installation, testing, maintenance, de-installation and storage of the town council's festive lights.

F 17/25.2 Health & Safety Support.

To note that further to Item F17/17.3 a three year agreement at a cost of £2,700 per annum with ELAS for the provision of HR and Health & Safety advice and insurance against claims made upon the council

F 17/26 COMMUNICATION MATTERS

To consider any matters, including a policy, relating to council communications.

Further to item F17/18, deferred from the last meeting, Cllr Royle to present the results of the survey of members to determine:

- What should be contained on the council web-site?
- What are the ways the council should be communicating with the public?

F 17/27 ITEMS FOR FUTURE AGENDAS

To consider any items for inclusion on future agendas.

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