

# Sawbridgeworth Town Council



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MAYOR  
Cllr Greg Rattey  
TOWN CLERK  
Christopher Hunt Dip CSMP®

To: Cllrs Alder, E Buckmaster, R Buckmaster, Royle, Parsad, Patel [Cllr Rattey]

## FINANCE AND POLICY COMMITTEE

You are invited to a meeting of this committee of the Council which will take place on **Monday 17<sup>th</sup> January 2022** at **20:30** at Sayesbury Manor, Bell Street, Sawbridgeworth for the transaction of the following business.

Town Clerk  
11<sup>th</sup> January 2022

## Agenda

- F 21/17 APOLOGIES FOR ABSENCE**  
[👏] To receive any apologies for absence
- F 21/118 DECLARATIONS OF INTEREST**  
To receive any Declarations of Interest by Members
- F 21/19 MINUTES**  
[👏][📄] To approve as a correct record the minutes of the Finance and Policy Committee held on 13<sup>th</sup> September 2021 (FO3) [Attached]
- To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.
- F 21/20 STAFF MATTERS**  
To consider any matters relating to members of staff.
- Current working arrangements due to Covid guidance and staff welfare and management.
  - Staff appraisals and job evaluation current situation
- F 21/21 FINANCE MATTERS**  
Budget 2022/23
- To review the draft budget for the year 2022/23; 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 21/22 POLICY MATTERS**

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

To amend Standing Orders by the addition of the following clause:

**12. Order of Business**

At each Annual Meeting the first business shall be:-

- a) **To elect a Chair of the Council**
- b) *To establish whether anyone present wishes to record the meeting*
- c) **To receive the Chair's declaration of acceptance of office or, if not then received, to decide when it shall be received.**
- d) **In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.**
- e) **To decide when any declarations of acceptance of office and written undertakings to comply with the Code of Conduct adopted by the Council which have not been received as provided by law shall be received.**
- f) *To receive members' apologies for absence this should be directly to the Clerk in advance of the meeting start time by the member concerned unless due exceptional circumstances. The minutes should clearly reflect whether the absence has been formally approved/accepted by the majority of Councillors present and voting or not.*
- g) To elect a Vice-Chair of the Council
- h) To appoint representatives to outside bodies
- i) To appoint committees and sub-committees
- j) To consider the payment of any subscriptions falling to be paid annually
- k) To inspect any deeds and trust investments in the custody of the council as required;

and shall thereafter follow the order set out in Standing Order 15.

**13. At every meeting other than the Annual Meeting the first business shall be to**

- a) **Appoint a Chair if the Chair and Vice-Chair be absent.**
- b) *To receive members' apologies for absence this should be directly to the Clerk in advance of the meeting start time by the member concerned unless due exceptional circumstances. The minutes should clearly reflect whether the absence has been formally approved/accepted by the majority of Councillors present and voting or not.*
- c) **To receive such declarations of acceptance of office (if any) and undertaking to observe the Council's code of conduct as are required by law to be made or, if not then received, to decide when they shall be received.**

**69. The Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present. There shall be no audio or video recording or photographs of the meeting without the express approval of the Council.**

Audio or video recording or photographs of meetings of Council and its Committees are permitted provided that

- a) Recording is overt and plainly evident to anyone present at the

meeting

- b) No additional lighting or flash photography are to be used unless prior approval of the Council has been obtained
- c) No interruptions to or disturbance of the meeting are caused
- d) No oral commentary or reporting of the meeting as it takes place is permitted by a person present at the meeting
- e) Only members, officers of the Council and members of the public who are speaking under 'Public Participation' are recorded unless prior permission has been obtained from the individuals concerned who do not fall within these categories (and, in the case of minors, from a parent or guardian)

No liability is accepted by the Council for any actions(s) of the person recording

This will be debated at the meeting of full council of 28<sup>th</sup> February 2022 in accordance with Standing Order 77:

*A resolution permanently to add, vary or revoke a Standing Order shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.*

**F 21/23 ITEMS FOR FUTURE AGENDAS**

To consider any items for inclusion on future agendas.

# SAWBRIDGEWORTH TOWN COUNCIL

## FINANCE AND POLICY COMMITTEE

### Minutes

of the meeting of the Finance and Policy Committee held at the Chamber, Sayesbury Manor, Bell Street, Sawbridgeworth at 21:00 on **Monday 13<sup>th</sup> September 2021**.

#### Those present

Cllr Angela Alder

Cllr Eric Buckmaster

Cllr Ruth Buckmaster

#### In attendance:

Christopher Hunt – RFO

J Sargent – Town Project Manager

Cllr David Royle

Cllr Nathan Parsad

*Cllr Greg Rattey (Ex Officio)*

#### F 21/10 APOLOGIES FOR ABSENCE

Cllr D Patel

#### F 21/11 DECLARATIONS OF INTEREST

There were no Declarations of Interest by Members

#### F 21/12 MINUTES

To approve as a correct record the minutes of the Finance and Policy Committee held on 14<sup>th</sup> June 2021 (F01)  
*[prop Cllr N Parsad; secd Cllr R Buckmaster]*

#### F 21/13 STAFF MATTERS

To consider any matters relating to members of staff.

#### Updates:

- The Clerk informed members that he will be completing staff 'one to one' meetings this week and asked if there was to be a job evaluation this year.
- Cllr Alder indicated that the last job evaluation was five years ago and was required again. Cllr Alder will work with the Clerk as the Clerk raised this process is unsettling for staff.
- The Town Project Manager explained the bus service will be returning to a normal five-day service from the current three days now a further drivers have been employed, Mr Shenton and Mr Robinson.

#### FINANCE MATTERS

#### F 21/14

#### Updates:

- The Town Project Manager updated regarding the external audit. PKF Littlejohn have not responded to date, but have to the 30<sup>th</sup> September 2021 to advise results of external audit.

**F 21/15 POLICY MATTERS**

Updates:

- The Town Project Manager raised the update on the transfer the current energy provider to a 'green/ renewable' provider. The cost was not sustainable at this time. It was agreed that further exploration is required from standard providers to offer a balance of moving towards greener energy. The choice of provider was delegated to the Clerk and Chair of Finance and Planning.

**F 21/16 ITEMS FOR FUTURE AGENDAS**

To consider any items for inclusion on future agendas.

There were none

Meeting Closed at 21.31