

SAWBRIDGEWORTH TOWN COUNCIL

FINANCE AND POLICY COMMITTEE

Minutes

of the meeting of the Finance and Policy Committee held at the Council Offices, 49-51 Bell Street, Sawbridgeworth at 8.45 pm on **Monday 10 December 2012.**

Those present

Cllr Angela Alder
Cllr Eric Buckmaster - Chair
Cllr Derek Filler

Cllr Barry Hodges
Cllr Peter Mitchell
Cllr Andrew Wincott

In attendance:

R Bowran - Town Clerk

J Kenny – Admin Officer

F 12/20 APOLOGIES FOR ABSENCE

There were none.

F 12/21 DECLARATIONS OF INTEREST

There were none

F 12/22 PUBLIC FORUM

There were no members of the public present.

F 12/23 MINUTES

Resolved: To approve as a correct record the minutes of the Finance and Policy Committee held on 24 September 2012 (F02) [prop Cllr Alder; secd Cllr Wincott]

Minute F12/15: Clerk reported that the interim internal audit had been carried out and signed off by the internal auditor and that there were no matters to be brought to the attention of the committee.

F 12/24 STAFF MATTERS

Members considered the minutes of the meeting of the Appointments and Appraisals Committee (SA05) held on 12 November 2012.

Resolved: To adopt the recommendations made and to propose their adoption by Council [prop Cllr Alder; secd Cllr Hodges]

F 12/26 CAR PARK PROJECT

Clerk reported on the consequences of the "First Hour Free" project in the Bell Street car park.

Statistics received from EHDC indicate that the shortfall in revenue to the parking authority is running at about £1,800 per month. This is within the budget for the trial.

Members sought evidence of the success of the project to be expressed in financial and footfall terms. Concern was expressed that the competitive advantage over neighbouring towns would disappear.

Members were in favour of extending the trial for a further year.

Resolved: To commit an extra £5,000 to underwrite the scheme to the end of the current financial year. [prop Cllr Filler; secd Cllr Wincott]

F 12/25 FINANCE MATTERS

1. Members considered a request from Herts police for £7,500 to fund an additional mobile ANPR Camera for use in East Herts. This was not approved, but Members agreed to keep an open mind for when funds might become available.
2. Members considered the draft budget together with associated statistics presented for 2013/14 and

Resolved: To recommend its adoption by the Council [*prop Cllr Alder; secd Cllr Filler*]

F 12/27 CIVIC CENTRE PROJECT

To receive the Clerks report on the progress of the construction of the new Civic Centre at Sayesbury Manor Cottage.

The project is running about six weeks behind schedule. It is likely that the move to the new location will not now be possible before January 2013.

A new lease has been signed with Forebury Estates to enable the council office to remain in Bell Street for up to a further year. A three month rolling notice period has been provided for. The additional cost of each month's delay after December 2012 is approximately £1,250. This may be mitigated by the penalty clause in the construction contract.

F 12/28 MEMORIAL HALL PROJECT

To review the progress and financial report from the Trustees of the Memorial Hall relating to the refurbishment project.

It is evident that progress has been made. No financial report had been received from the project managers in time for this meeting. Council's own records show expenditure and commitments made to be £113k. This agreed with the estimate made by Cllr Wincott, trustee representative.

Agreed: To renew the delegated authority for the Clerk to sanction further expenditure on the project to the limits set. [*prop Cllr Hodges; secd Cllr Filler*]

F 12/29 POLICY MATTERS

To review the Policy Statement for the future development of Town Council services to the community. This item is deferred for the present due to the priority of other tasks.

Meeting Closed at 22:15

The next scheduled meeting of the Committee is on Monday 11 March 2013.