

SAWBRIDGEWORTH TOWN COUNCIL

FINANCE AND POLICY COMMITTEE

Minutes

of the meeting of the Finance and Policy Committee held by Zoom conference at 19.30 on Monday 12th April 2021

Those present

Cllr Angela Alder
Cllr Eric Buckmaster
Cllr Ruth Buckmaster

Cllr Annelise Furnace
Cllr David Royle

In attendance:

J Sargant – Interim Town Clerk

F 20/30 APOLOGIES FOR ABSENCE

There were no apologies for absence

F 20/31 DECLARATIONS OF INTEREST

There were no Declarations of Interest by Members

F 20/32 MINUTES

To approve as a correct record the minutes of the Finance and Policy Committee held on 11 January 2021 (F03)

[prop Cllr Alder; secd Cllr R Buckmaster] All in favour

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

F 20/33 STAFF MATTERS

To consider any matters relating to members of staff.

- **Approved:** the contractual reinstatement of hours from 16.5 to 22 hours per week for Mrs Laura Carter.
[prop Cllr R Buckmaster; secd Cllr A Furnace] All in favour

F 20/34 FINANCE MATTERS

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

Year-end arrangements

- **Noted:** the appointment of former clerk Richard Bowran to attend Rialtas and RFO to close accounts for 2020/21 on 27 April 2021.
- **Noted:** the attendance of Chris Clark as Internal Auditor on 17th and 18th May 2021.
- **Noted:** that bank Mandates and Signatories are now updated. Paperwork complete and submitted adding RFO, Lisa Dale.

F 20/35 BULLFIELDS ALLOTMENT CLEARANCE WORK EXPENDITURE

Approved: the expenditure as quoted from Brace Turner Limited for the clearance of Bullfields Allotment to release new plots in summer 2021.

Summary of expenditure:

Ro-Ro-Bin £680.00 Includes First 3 Tonnes, £130.00 Tonne thereafter allow 10 Tonnes. Total £1,590.00

9 Tonne Excavator, Operator, Fuel, Delivery And Collection. Total £400.00

Excavator will load Ro-Ro-Bin, Excavate parking area and lay type 1 base for car park for up to 1 day.

Provide 10 Tonnes of granite scalping's and consolidate. Total £350.00

Provide Tractor comes with power harrow to cover previously cleared area. For the sum of £300.00 Plus VAT @ Current Rate

[prop Cllr A Alder; secd Cllr R Buckmaster] All in favour

F 20/36 POLICY MATTERS

There were no matters relating to policies for the future development of Town Council services to the community.

F 20/37 ITEMS FOR FUTURE AGENDAS

There were no items for inclusion on future agendas.

Closed at 19:58