

SAWBRIDGEWORTH TOWN COUNCIL

FINANCE AND POLICY COMMITTEE

Minutes

of the meeting of the Finance and Policy Committee held by Zoom conference at 16:00 on **Tuesday 14 April 2020**.

Those present

Cllr Angela Alder
Cllr Eric Buckmaster
Cllr Ruth Buckmaster

Cllr Annelise Furnace
Cllr Spencer Richards
Cllr David Royle
Cllr John Burmicz (part time)

In attendance:
R Bowran – Town Clerk

F19/37 APOLOGIES FOR ABSENCE

To receive any apologies for absence
Cllr Alder was unable to join due to IT issues.

F19/38 DECLARATIONS OF INTEREST

There were no Declarations of Interest by Members

F19/39 MINUTES

Resolved: To approve as a correct record the minutes of the Finance and Policy Committee held on 13 January 2020 (F04)
[prop Cllr Royle; secd Cllr R Buckmaster]

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

F19/40 STAFF MATTERS

To consider any matters relating to members of staff, including

- Clerk advised Members of staff deployment during the Coronavirus emergency. Grounds staff concentrating on cemetery maintenance, other staff working as deployed. This was understood by those present

F19/41 FINANCE MATTERS

To consider any matters relating to the finances of the Council.

- Year-end arrangements. Clerk advised confirmation that audit timetable has been relaxed by two months and the AGAR return is not due until the end of August. Year end closure will be carried out remotely by Rialtas on 05 May as scheduled.
- **Resolved:** Delegation of Authority to the Committee Chair acting with the Clerk to make extraordinary emergency grants, not exceeding £1,000, to be reported to the committee and revised at the Annual Meeting of the Town Council.
[prop Cllr Furnace; secd Cllr R Buckmaster]

F19/42 POLICY MATTERS

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

Resolved: To ratify the creation of a Decision Group created to conduct extraordinary business of the council.

[prop Cllr Richards; secd Cllr Royle] The Decision Group has now been discontinued due to the change in law to allow remote meetings¹

Resolved: To conduct future council and committee meetings remotely via the Zoom platform.

[prop Cllr R Buckmaster; secd Cllr Furnace] Now permitted due to the change in law to allow remote meetings²

Resolved: That comments on planning consultations should be delegated to the Clerk for ordinary householder applications, referring to the adopted District Plan 2018. With the *caveat* that all notified consultations will be circulated to members of the planning committee who may “call in” any application that merits consideration by the whole committee.

[prop Cllr Richards; secd Cllr Furnace]

Resolved: That Financial Regulation requiring tenders for contracts exceeding £3,000 be suspended to allow the existing contract for Christmas illuminations with Aylesford Electrical to be extended by one year to include the 2020 season

[prop Cllr R Buckmaster; secd Cllr Richards]

F 19/43 ITEMS FOR FUTURE AGENDAS

To consider items for inclusion in future agendas

- Progress on the response to the council’s Eco-Audit.

Meeting Closed at 16:40

¹ Coronavirus Act page 56, clause 78(2)

² *ibid*