

**FINANCE & ESTABLISHMENT COMMITTEE****SAFFRON WALDEN TOWN COUNCIL**

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the COUNCIL CHAMBER of the TOWN HALL on **Monday 19<sup>th</sup> November 2018** at 7.30pm

Present: Councillors: Coote, Fairhurst, Freeman, Gadd, and Hibbs

Lisa Courtney Town Clerk, David Bromfield Responsible Financial Officer,

Sarah Ellis Hyperfusion, Hugh Moss Chair, Saffron Players

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	In the absence of the Committee Chair, it was agreed that Cllr Hibbs (Vice-Chair of the Finance & Establishment Committee) should chair the meeting
F & E 440-18	<b>Apologies for absence</b>  Apologies were received and accepted from: Cllrs A Anjum, Asker, K Eden, S Eden and Perry.
F & E 441-18	<b>To receive any Declarations of Interest</b>  Cllrs Freeman and Fairhurst declared generic non-pecuniary interests as Uttlesford District Councillors.
F & E 442-18	<b>Public Speaking Time</b>  Sarah Ellis from Hyperfusion gave a short presentation on the Wonderland production which took place on 11-14 <sup>th</sup> July 2018, and thanked the Committee for the grant funding.
F & E 443-18	<b>Minutes of the Finance &amp; Establishment Committee 15<sup>th</sup> October 2018</b>  The minutes of the previous Finance & Establishment Committee were accepted as a true and accurate record of the meeting and were signed by the Chairman.
<b>Financial Matters</b>	
F & E 444-18	<b>Grant Application</b>  With the approval of the Committee, the Chair brought forward agenda item 9b Saffron Players grant application  Hugh Moss presented the Saffron Players grant application.

Signed as a true and accurate record .....

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	<p>It was <b>Resolved</b> to</p> <ul style="list-style-type: none"> <li>(i) Grant £2,000 to Saffron Players towards hall hire</li> <li>(ii) To vire the monies from the Small Grants Account to the Hall Hire Account.</li> </ul>
F & E 445-18	<p><b>Expenditure – to be authorised</b></p> <p>Committee approved payment of accounts as per details attached to the agenda</p> <ul style="list-style-type: none"> <li>(a) Of accounts received since 1<sup>st</sup> October 2018.</li> <li>(b) Of accounts for cheques already issues since 1<sup>st</sup> October 2018.</li> </ul>
F & E 446-18	<p><b>Committee Hi-Light Reports</b></p> <p>Members received and noted the highlight report.</p>
F & E 447-18	<p><b>Tourist Information Centre (TIC) Details</b></p> <p>Committee reviewed and accepted the following reports:</p> <ul style="list-style-type: none"> <li>(a) Profit &amp; Loss Account for TIC</li> <li>(b) Monthly report from TIC</li> <li>(c) TIC shop sales-details attached</li> </ul>
F & E 448-18	<p><b>Monthly Reports</b></p> <p>Committee received and accepted the following monthly reports:</p> <ul style="list-style-type: none"> <li>(a) Bank reconciliation statement with supporting statements</li> <li>(b) Cash Book – showing all income and expenditure for the previous month being October 2018</li> <li>(c) Payments by Supplier for October 2018</li> <li>(d) Income report, broken down by budget code – year to date including comparison of income year to date against the previous year.</li> </ul>
F & E 449-18	<p><b>Grant Application</b></p> <p>Committee to considered the grant application from <b>Uttlesford Community Transport</b>. Request for £7,500 - £10,000 to help meet increasing demand against a reduction in funding from Essex County Council (this is for the 2018/19 funding)</p> <p>It was <b>Resolved</b> to grant £7,500.</p>

Signed as a true and accurate record .....

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F & E 450-18	<p><b>Draft Budget for 2019/20</b></p> <p>Committee received a draft budget for consideration which was recommended for adoption by members of the budget working group (Cllrs Fairhurst, Freeman, K Eden, S Eden, Gadd)</p> <p>The draft budget was approved with a recommendation to Full Council to adopt the draft budget as presented, subject to the following items being considered at Full Council on 10<sup>th</sup> December 2018:</p> <ul style="list-style-type: none"> <li>• CCTV</li> <li>• Uttlesford Community Transport</li> <li>• Hall Hire</li> </ul>
F & E 451-18	<p><b>Uttlesford Citizens Advice Bureau</b></p> <p>Committee received and noted the Uttlesford CAB report for Q2.</p>
F & E 452-18	<p><b>Appointment of Internal Auditor</b></p> <p>Committee considered the following:</p> <p>(a) Proposals for terms of reference for a new internal auditor,</p> <p style="padding-left: 40px;">It was <b>Resolved</b> to adopt the terms of reference.</p> <p>(b) The appointment of a new internal auditor</p> <p style="padding-left: 40px;">It was <b>Resolved</b> to appoint Mrs Vicki Waples at an annual charge of £900 per annum and that the appointment and terms of reference (as per (a) above) are adopted for a 3-year period.</p>
F & E 453-18	<p><b>Investment Policy</b></p> <p>Committee reviewed the policy as proposed, it was</p> <p><b>Resolved</b></p> <p>To recommend to Full Council for adoption with immediate effect, subject to amendments as approved by the Committee</p>
	<p><b>Establishment Matters</b></p>
F & E 454-18	<p><b>Training Policy</b></p> <p>Committee reviewed and it was <b>Resolved</b> to approve the Training Policy.</p>

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F & E 455-18	<p><b>Urgent Information Items</b></p> <p>A query was raised regarding lights at The Common which are not working. The Clerk advised that the works to repair or replace them were progressing.</p> <p>The Clerk advised the Committee that there was a Confidential matter to be raised under Urgent Information Items and requested that this be reported as a confidential item.</p>
F & E 456-18	<p><b>Date and time of Next Meeting</b></p> <p>Monday 17th December 2018, 7.30pm Council Chamber, Town Hall, Saffron Walden</p>
F & E 457-18	<p><b>Confidential Item – Exclusion of Press and Public (Part II meeting)</b></p> <p>It was <b>Resolved</b> that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.</p>
F & E 458-18	<p><b>Staff Sickness</b></p> <p>The Clerk provided an update on staff sickness</p>

The Chairman closed the meeting at 9.45 pm