

**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 20<sup>th</sup> January 2020** at 7.30pm

**Present:**

Councillors: Freeman, Gadd (substitute for Eke), Hawke-Smith, Light (substitute for Fairhurst), Porch

Officers: Lisa Courtney, Town Clerk and David Broomfield, Responsible Financial Officer

Members of Public: Representatives in support of grant applications being:

Kim Clarke for United in Kind, Nick Head for Saffron Walden Round Table, Justin Curtis for Saffron Walden Building Society Community Choir

	In the absence of the Committee Chair, the meeting was chaired by Cllr Gadd
F & E 001-20	<b>Apologies for absence</b>  Apologies were received and accepted from: Cllrs A Coote, S Coote, Eke, Fairhurst, Millward, Toy
F & E 002-20	<b>To receive any Declarations of Interest</b>  Cllrs Freeman and Light declared generic non-pecuniary interests as District Councillors for Uttlesford District Council
F & E 003-20	<b>Public Speaking Time</b>  There was none, other than that in support of the grant applications (as noted below).
	With the permission of the Committee, the Chair brought forward agenda items 9 (a) – (d)
F & E 004-20	<b>Grant Applications</b>  It was <b>resolved</b> to grant the following applications:  (a) United in Kind - £136.68 for hall hire (from 2019/20 budget) (b) Saffron Walden Round Table - £1,500 towards free of charge hire of the Common for 2020 Carnival (from 2020/21 budget)  It was noted that the Round Table may also require free of charge use of Bridge End Gardens / Town Hall hire and that this would be subject to a separate application (to be received)

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

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	<p>(c) Heritage Development Group - £210.00 for free of charge Town Hall hire (from 2020/21 budget)</p> <p>(d) Thaxted Centre for the Disabled - £300 towards running costs (from 2019/20 budget)</p> <p>(e) Saffron Walden Building Society Community Choir - £300 towards event costs (from 2019/20 budget)</p> <p>The following grant was adjourned:</p> <p>Support for Sight - £5,000 towards running costs. Mr Gary Hyams, CEO to be invited to attend a future meeting to speak in support of the funding request.</p>
F & E 005-20	<p><b>Minutes of the Finance &amp; Establishment Committee 16<sup>th</sup> December 2019</b></p> <p>The minutes of the previous Finance &amp; Establishment Committee were accepted as a true and accurate record of the meeting and were signed by the Chairman</p>
<b>Financial Matters</b>	
F & E 006-20	<p><b>Expenditure – to be authorised</b></p> <p>(a) Payment of the accounts received since 16<sup>th</sup> December 2019 were approved.</p> <p>(b) Payment of accounts for (for cheques already issued) since 16<sup>th</sup> December 2019 were approved.</p>
F & E 007-20	<p><b>Tourist Information Centre (TIC) Details</b></p> <p>Committee received and noted the following details:</p> <p>(a) Profit &amp; Loss Account for TIC</p> <p>(b) Monthly report from TIC received with thanks to the TIC Team</p> <p>(c) TIC Shop Sales</p> <p>(d) TIC footfall statistics</p>
F & E 008-20	<p><b>Monthly Reports</b></p> <p>Committee received and noted the following monthly reports:</p> <p>(a) Bank reconciliation statement with supporting statements.</p> <p>(b) Cash Book – showing all income and expenditure for the previous ended month for December November 2019</p> <p>(c) Payments by Supplier for December 2019</p> <p>(d) Income report, broken down by budget code – year to date including comparison of income year to date against the previous year.</p>

F & E 009-20	<p><b>Committee Hi-Light Reports</b></p> <p>Committee received and noted the Hi-Light reports.</p>
F & E 010-20	<p><b>Government Consultation Unauthorised Encampments</b></p> <p>It was <b>Resolved:</b></p> <p>To postpone this matter pending an information session to be attended by the Operations Manager and that this consultation be brought forward to the February Committee meeting with a proposed, draft response.</p>
F & E 011-20	<p><b>Polling Station Costs</b></p> <p>Committee noted the response received from UDC regarding the Town Council's queries on the polling station costs. The RFO was requested to ascertain if UDC receive any government grant or funding towards the cost of general elections and if so, this income should be off-set against the polling station costs/expenditure and therefore ultimately set-off against the charge to SWTC.</p>
F & E 012-20	<p><b>Urgent Information Items</b></p> <p>The Town Clerk advised that she wished to update the Committee on a personnel matter and that this update be heard as a confidential item; this was agreed.</p>
F & E 013-20	<p><b>Date and time of Next Meeting</b></p> <p>Monday 17<sup>th</sup> February 2020, 7.30pm in the Council Chamber, Town Hall, Saffron Walden.</p>
F & E 014-20	<p><b>Confidential Item – Exclusion of Press and Public (Part II meeting)</b></p> <p><b>It was 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 015-20	<p><b>Verbal Update on Staffing Matters</b></p> <p>The Clerk noted the need to carry out a review of two posts where the job descriptions and activities of the roles had changed significantly since the previous review (end 2018). Committee agreed that this was an acceptable course of action and looked forward to receiving details of the reviews in due course.</p>

The Chairman closed the meeting at 8.45pm