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## Agenda

### Finance & Establishment Committee

To Committee Members: Councillors Eke (Chair), A Coote, S Coote, Fairhurst, Freeman, Hawke-Smith, Millward, Porch and Toy

You are summoned to attend a MEETING of the FINANCE & ESTABLISHMENT COMMITTEE of SAFFRON WALDEN to be held in the COUNCIL CHAMBER of the TOWN HALL on **Monday 20<sup>th</sup> January 2020** commencing at **7.30pm** to transact the business as set out in the agenda below.

All other Councillors are welcome to attend this meeting but will not be formal members of the committee and will not receive any voting rights. Non-Committee members will not be able to participate in or remain present for any discussions held under Part 2, Confidential Matters

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### Meetings and the Public

Members of the public and press are welcome to attend any of the Council's Full Council or Committee meetings and listen to the debate. All agendas, reports and minutes can be viewed on the Council's website [www.saffronwalden.gov.uk](http://www.saffronwalden.gov.uk). For background papers in relation to this meeting please contact [enquiries@saffronwalden.gov.uk](mailto:enquiries@saffronwalden.gov.uk) or phone 01799 516501

The agenda may be split into two parts. Most of the business will be dealt with in Part I which is open to the public. Part II (if applicable) includes items which may be discussed in the absence of the press or public, as they deal with information which is personal or sensitive for some other reason. The press and public will be asked to leave the meeting before Part II items are discussed.

Members of the public are permitted to ask questions at any of these meetings, with each meeting including an agenda item for questions from the public. Members of the public are not required to register in advance of the meeting but it may be useful if you notify your intention to speak either in advance of or at the meeting. If at the meeting, please approach the Officer present to make yourself known.

### Facilities for people with disabilities

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### Fire/emergency evacuation procedure

If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest designated fire exit. You will be directed to the nearest exit by a designated officer. It is vital you follow their instructions.

### For information about this meeting please contact the Town Council:

Telephone: 01799 516501

Email: [enquiries@saffronwalden.gov.uk](mailto:enquiries@saffronwalden.gov.uk)

General Enquiries – Saffron Walden Town Council Offices, 11 Emson Close, Saffron Walden, CB10 1HL

Website: [www.saffronwalden.gov.uk](http://www.saffronwalden.gov.uk)

### Recording of meetings

Most Council and Committee meetings are recorded by the Town Council with the recording being uploaded to a publicly accessible website. If you address the Council or Committee and do not wish to be recorded, please make this known to a Council Officer in advance of the meeting.

### General Data Protection Regulations (GDPR) 2018:

For details of the Town Council's Privacy Notice, please visit our website: <http://saffronwalden.gov.uk/policies/>



Lisa Courtney, Town Clerk

15<sup>th</sup> January 2020

1	<b>Apologies for absence</b>  To receive apologies and consider requests for approved absence
2	<b>To receive any Declarations of Interest</b>  Members and officers are invited to make any declarations of interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is considered.
3	<b>Public Speaking Time</b>  For the public or Press to ask questions of the Committee on matters relating to the agenda.
4	<b>Minutes of the last meeting of the Finance &amp; Establishment Committee</b>  To verify the Minutes of the Committee meeting held in December 2019

	<b>Financial Matters</b>
5	<p><b>Expenditure – to be authorised</b></p> <p>(a) To approve the payment of the accounts received since 16<sup>th</sup> December 2019. Cheques for these accounts have not yet been authorised, awaiting approval by this meeting.</p> <p>(b) To approve the payment of accounts (for cheques already issued) since 16<sup>th</sup> December 2019.</p>
6	<p><b>Tourist Information Centre (TIC) Details</b></p> <p>(a) Profit &amp; Loss Account for TIC as attached  (b) Monthly report from TIC as attached  (c) TIC Shop Sales – details as attached  (d) TIC footfall statistics – details as attached</p>
7	<p><b>Monthly Reports</b></p> <p>To receive and note the following monthly reports:</p> <p>(a) Bank reconciliation statement with supporting statements  (b) Cash Book – showing all income and expenditure for the previous ended month for December 2019  (c) Payments by Supplier for December 2019  (d) Income report, broken down by budget code – year to date including comparison of income year to date against the previous year.</p>
8	<p><b>Committee Hi-Light Reports</b></p> <p>To receive and note the report from the RFO being a highlight report bringing to the attention of Committee any items for specific note or action.</p>
9	<p><b>Grant Applications</b></p> <p>To consider the following grant requests:</p> <p>a) United in Kind - £136.68 for hall hire  b) Saffron Walden Round Table – £1,500 for hire of Common  c) Heritage Development Group – £167 for hire of assembly hall  d) Support for Sight - £5,000 grant towards running of centre  e) Thaxted Centre for the Disabled £300 towards running costs  f) Saffron Building Society Community Choir £300 towards event costs</p> <p>Application forms attached.</p>

	<i>Due to length of documents of accompanying financial and other statements, items not printed for circulation prior to meeting. Copy can be printed upon request at Town Council offices.</i>
	<b>Establishment Matters</b>
10	<p><b>Government consultation unauthorised encampments</b></p> <p>National Association of Local Councils is seeking local councils' responses to the government consultation on unauthorised encampments.</p> <p>Further information available here:  <a href="https://www.gov.uk/government/consultations/strengthening-police-powers-to-tackle-unauthorised-encampments">https://www.gov.uk/government/consultations/strengthening-police-powers-to-tackle-unauthorised-encampments</a></p> <p>Committee to provide response to consultation questions.</p> <p><i>Due to length of consultation document, item not printed for circulation prior to meeting. Copy can be printed upon request at Town Council offices.</i></p>
11	<p><b>Polling Station Costs</b></p> <p>Committee to note the response received from UDC on polling station costs.</p>
12	<p><b>Urgent Information Items</b></p> <p>Any items to verbally report for information only</p>
13	<p><b>Date and time of Next Meeting</b></p> <p>Monday 17<sup>th</sup> February 2020, 7.30pm Council Chamber, Town Hall, Saffron Walden</p>