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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 16th March 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

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. For background papers in relation to this meeting please contact 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.

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For information about this meeting please contact the Town Council:

Telephone: 01799 516501

Email: enquiries@saffronwalden.gov.uk

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

Website: www.saffronwalden.gov.uk

Recording of meetings

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



Lisa Courtney, Town Clerk

11th March 2020

1	Apologies for absence To receive apologies and consider requests for approved absence
2	To receive any Declarations of Interest 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	Public Speaking Time For the public or Press to ask questions of the Committee on matters relating to the agenda.
4	Minutes of the last meeting of the Finance & Establishment Committee To verify the Minutes of the Committee meeting held in February 2020

	Financial Matters
5	<p>Expenditure – to be authorised</p> <p>(a) To approve the payment of the accounts received since 17th February 2020. 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 17th February 2020.</p>
6	<p>Tourist Information Centre (TIC) Details</p> <p>(a) Profit & Loss Account for TIC as attached</p> <p>(b) Monthly report from TIC as attached</p> <p>(c) TIC Shop Sales – details as attached</p> <p>(d) TIC footfall statistics – details as attached</p>
7	<p>Monthly Reports</p> <p>To receive and note 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 February 2020</p> <p>(c) Payments by Supplier for February 2020</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>
8	<p>Committee Hi-Light Reports</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>Grants</p> <p>Committee to consider grant request from Theatre Unboxed</p> <p>Grant request: £152.49</p> <p>Remaining Grants budget 2019/20: £1283.81</p>

	Establishment / Non-Finance Matters
10	<p>Policy on Complaints, Compliments and Comments</p> <p>This policy is scheduled for annual review and is due for review this month.</p> <p>Committee to review this policy and consider readopting it for another year.</p>
11	<p>Equal Opportunities Policy</p> <p>This policy is scheduled for annual review and is due for review this month.</p> <p>Committee to review this policy and consider readopting it for another year.</p>
12	<p>Verbal update and Report from the Town Clerk regarding studies on the Community Governance Degree</p> <p>To receive a verbal update and report from the Town Clerk regarding current studies and to note the Town Clerk received the “Wendy Mayo” Prize for her studies for an “<i>exceptional piece of work</i>” in relation to an assignment on planning.</p>
13	<p>Urgent Information Items</p> <p>Any items to verbally report for information only</p>
14	<p>Date and time of Next Meeting</p> <p>Monday 20th April 2020, 7.30pm Council Chamber, Town Hall, Saffron Walden</p>