

11 Emson Close
Saffron Walden
Essex, CB10 1HL

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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
(New Committee membership as established at the Annual Meeting on 11th May 2020 effective from 1st June 2020)

You are summoned to attend a MEETING of the FINANCE & ESTABLISHMENT COMMITTEE of SAFFRON WALDEN to be held via the video conferencing service Zoom on **Monday 18th May 2020** commencing at **7.30pm** to transact the business as set out in the agenda below.

In accordance with the Coronavirus Act 2020, c. 7, Part 1, Local authority meetings, Section 78 – Members are permitted to be present and attend a meeting without being present in the Council Chamber or together in the same place - extract from Act reads: *“The provision which may be made by virtue of subsection [\(1\)\(d\)](#) includes in particular provision for persons to attend, speak at, vote in, or otherwise participate in, local authority meetings without all of the persons, or without any of the persons, being together in the same place.”*

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

Zoom Details:

<https://us02web.zoom.us/j/81956410257?pwd=UW1pdFc5dUo3dFZMR0N3OHFsa2pWZz09>

Meeting ID: 819 5641 0257 | Password: 309625

Phone:

Dial by your location

+44 203 481 5240 | +44 131 460 1196
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Meeting ID: 819 5641 0257 | Password: 309625

Meetings and the Public

During the period of meetings being conducted remotely and in compliance with the Coronavirus Act 2020, members of the public will still be able to access and participate (during public speaking time) in Town Council meetings.

Town Council meetings will be hosted on the Zoom Platform. Details enabling members of the public to view the meeting and ask questions (under the public speaking time) will be given for each meeting in the introduction as above (see Zoom link on page 1 of this agenda for details)

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 by emailing: townclerk@saffronwalden.gov.uk. If you wish to register at the meeting, please indicate your desire to speak at the allocated Public Speaking Time.

~~Facilities for people with disabilities~~

~~The Council Offices has facilities for wheelchair users, including lifts and toilets.~~

~~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

General Enquiries – Saffron Walden Town Council Offices, 11 Emson Close, Saffron Walden, CB10 1HL | Website: www.saffronwalden.gov.uk

Recording of meetings

Whilst meetings are being conducted under the Coronavirus Act 2020, meetings will not be recorded.

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

13th May 2020

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| 1 | <p>Apologies for absence</p> <p>To receive apologies and consider requests for approved absence</p> |
| 2 | <p>To receive any Declarations of Interest</p> <p>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.</p> |
| 3 | <p>Public Speaking Time</p> <p>For the public or Press to ask questions of the Committee on matters relating to the agenda.</p> <p>Members of the public will be able to participate in the online meeting by following the link / details as given on page 1 of this agenda.</p> |
| 4 | <p>Minutes of the last meeting of the Finance & Establishment Committee</p> <p>To verify the Minutes of the Committee meeting held in April 2020</p> |
| | <p>Financial Matters</p> |
| 5 | <p>Expenditure – to be authorised</p> <p>(a) To approve the payment of the accounts received since 20th April 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 20th April 2020.</p> |
| 6 | <p>Tourist Information Centre (TIC) Details</p> <p>Committee to receive the following reports:</p> <p>(a) Profit & Loss Account for TIC as attached</p> <p>(b) Monthly report from TIC 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 April 2020</p> <p>(c) Payments by Supplier for April 2020</p> |

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| | (d) Income report, broken down by budget code – year to date including comparison of income year to date against the previous year. |
| 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>Projected Income and Expenditure 2020/21 in light of Covid-19</p> <p>Committee to receive a projection of revised income and expenditure for 2020/21; accounting for reduced income and expenditure as a result of the Coronavirus.</p> <p>At this juncture, Committee is not requested to take any action but to note this projection.</p> |
| 10 | <p>Grants / Rate Relief – the Town Council’s eligibility to claim</p> <p>To receive a written (as attached) and verbal update and report from the RFO regarding the Town Council’s eligibility and application for:</p> <ul style="list-style-type: none"> • Small business grant • Retail, hotel and leisure grants (community centres may qualify) • Rates relief <p>Applications for reductions / grants as above have been applied for and outcomes are awaited.</p> <p>Committee is requested to note the Town Clerk has entered into correspondence directly with UDC, ECC and NALC regarding the apparent inequalities of funding to Town and Parish Councils and is lobbying those bodies (and Central Government) for direct funding streams for our sector. A report will be presented to Committee at the next meeting.</p> |
| 11 | <p>Grant Applications</p> <p>(a) Committee to consider grant request from Uttlesford School Sport Partnership, details as attached.</p> <p>Grant requested: £ any amount which the Town Council is able to offer against a total project cost of £2,500 – this application deferred from the April 2020 meeting. The applicant has been invited to the meeting to speak further on the grant request.</p> <p>(b) From the April F & E meeting, Committee also deferred the application from Accuro who had requested the Town Council considers the repurposing of their previously awarded grant (£600 total) towards a variety of other activities, providing online support for their users and for the furtherance of fundraising activities. In accordance with Min Ref F & E 057-20(b), Accuro have been requested to submit a new request and a revised application is awaited and this application is not for consideration until a revised application is received.</p> |

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| 12 | <p>Establishment of an Emergency / Crisis Fund</p> <p>In accordance with Min Ref F & E 058-20 (d) from April 2020, details are as attached requesting Committee to establish principles around the emergency / crisis fund to support charities and community organisations during Covid-19. Once these principles are established, a policy can be confirmed.</p> |
| | <p>Establishment / Non-Finance Matters</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 15th June 2020, 7.30pm via Zoom</p> |