

11 Emson Close
Saffron Walden
Essex, CB10 1HL

T: (01799) 516501
T: (01799) 516502
F: (01799) 516503



Agenda

Finance & Establishment Committee

To Committee Members: Councillors Asker, S Coote, De Vries, Eke, Fairhurst, Hawke-Smith, Millward, Porch, Toy

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 15th June 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/84948688830?pwd=MnNKcGhZcEtucXhjUkJLSWc0djdTUT09>

Phone:

One tap mobile

+442034815237,,84948688830 | 384810# United Kingdom

+442034815240,,84948688830 | 384810# United Kingdom

Dial by your location

+44 203 481 5237 United Kingdom | +44 203 481 5240 United Kingdom

+44 131 460 1196 United Kingdom | +44 203 051 2874 United Kingdom

Meeting ID: 849 4868 8830

Password: 384810

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

10th June 2020

1a	<p>Election of Committee Chair</p> <p>Committee to elect Committee Chair for 2020/21</p>
1b	<p>Election of Deputy Committee Chair</p> <p>Committee to elect Deputy Committee Chair for 2020/21</p>
2a	<p>Apologies for absence</p> <p>To receive apologies and consider requests for approved absence</p>
2b	<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 May 2020</p>
Financial Matters	
5	<p>Expenditure – to be authorised</p> <p>(a) To approve the payment of the accounts received since 18th May 2020. Cheques for these accounts have not yet been authorised, awaiting approval by this meeting. Committee’s attention is drawn to the covering report regarding grant payment to Uttlesford Community Transport (UCT)</p> <p>(b) To approve the payment of accounts (for cheques already issued) since 18th May 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> <p>(c) Profit Enhancement Plan as requested – this report provides a summary of opportunities available to the TIC to increase revenue sales. Committee is requested to receive the attached report and provide any further guidance or direction to the TIC for implementation of any proposals as made. TIC Duty Managers will be present at the meeting to present and discuss the report further.</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 May 2020</p> <p>(c) Payments by Supplier for May 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 reports from the RFO being a highlight report bringing to the attention of Committee any items for specific note or action.</p>
9	<p>Annual Governance and Accountability Return 2019-2020 (Annual Return)</p> <p>(a) The internal auditor has signed off the Annual Internal Audit Report and has approved the accounts and practices and brings no matters forward for consideration or recommendation to Council – copy attached. Committee is requested to receive and note these details.</p> <p>(b) Annual Governance Statement 2019/20 with detailed explanations</p> <p>(c) The following documents are attached for reconciliation and verification of the annual return for year ended 31st March 2020, including:</p> <ul style="list-style-type: none"> • Variances explanation • Reconciliation document • Working details for annual return • Detailed Income and Expenditure Accounts • Balance sheet • Bank reconciliation pro-forma

	<p>(d) Asset Register</p> <p>(e) Dates for the period of exercise of public rights, with the following proposed dates: Commencing on Monday 20th July 2020 and ending on Friday 28th August 2020</p> <p>(f) Committee is requested to specifically give consideration to Section1 being the Annual Governance Statement and to make recommendation to Council regarding the authorisation (or otherwise) of these statements. Supporting documents as attached</p>
10	<p>Urgent Information Items</p> <p>Any items to verbally report for information only</p>
11	<p>Date and time of Next Meeting</p> <p>Monday 20th July 2020, 7.30pm via Zoom</p>