

FINANCE & ESTABLISHMENT COMMITTEE**SAFFRON WALDEN TOWN COUNCIL**

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held remotely via the online platform "Zoom" and in accordance with the Coronavirus Act, C 7, Part 1 Local Authority Meetings, Section 78. This Act allows members to be present and attend a meeting without being present in the Council Chamber or together in the same place.

Date of meeting: **Monday 21st September 2020** at 7.30pm

Present (remotely via Zoom)

Councillors: Asker, Eke, Fairhurst, Hawke-Smith, Millward, Porch, Toy

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

F & E 104-20	Apologies for absence Apologies were received and accepted from Cllr De Vries
F & E 105-20	To receive any Declarations of Interest Cllrs Asker, Eke and Fairhurst declared generic non-pecuniary interests as District Councillors for Uttlesford District Council
F & E 106-20	Public Speaking Time There were no questions arising from the public
F & E 107-20	Minutes of the Finance & Establishment Committee July 2020 The minutes of the previous Finance & Establishment Committee were accepted as a true and accurate record of the meeting and were signed by the Chairman
Financial Matters	
F & E 108-20	Expenditure – to be authorised (a) Payment of the accounts received since 20 th July 2020 were approved. (b) Payment of accounts for (for cheques already issued) since 20 th July 2020 were approved.
F & E 109-20	Tourist Information Centre (TIC) Details Committee received and noted the following details: (a) Profit & Loss Account for TIC Agreed that the RFO would plot P/L on a graph for the October meeting

Signed as a true and accurate record

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	<p>(b) Monthly report from TIC Agreed that the October report should include a specific update regarding the website and on-line sales</p> <p>Noted that Cllrs De Vries and Fairhurst are due to report further on the proposed business plan at the October meeting.</p> <p>Members queried the opportunities for the TIC to seek corporate sponsorship – agreed that the TIC be requested to progress any opportunities.</p> <p>It was noted with deep regret that the TIC’s licence application for the placement of tables and chairs in Market Square had been refused by ECC; this is particularly disappointing as it against the thrust of the Government’s Business and Planning Bill, which includes an intent on presumption of permitting licences. Officers to follow up and resolve any queries.</p> <p>(c) Review of TIC Services</p> <p>The report was received and noted with thanks. It was recognised that the findings of this review need to be included / woven into the business plan as being considered by Cllrs De Vries and Fairhurst.</p>
F & E 110-20	<p>Monthly Reports</p> <p>Committee received and noted the following monthly reports:</p> <p>(a) Bank reconciliation statement with supporting statements for July and August 2020</p> <p>(b) Cash Book – showing all income and expenditure for the previous ended month for July and August 2020</p> <p>(c) Income report, broken down by budget code – year to date including comparison of income year to date against the previous year for July and August 2020</p>
F & E 111-20	<p>Committee Hi-Light Reports</p> <p>Committee received and noted the Hi-Light reports.</p>
F & E 112-20	<p>Crisis Fund – Update Report</p> <p>Committee received and noted the report as presented</p>
F & E 113-20	<p>Timetable for establishing 2021-22 Budget</p> <p>Members received and approved the timetable as presented. Agreed that the RFO would email all Councillors with details, affording all the opportunity to be part of the budget Working Group.</p>

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F & E 114-20	<p>Projected Income and Expenditure 2020/21 in light of Covid-19 (revised Covid-19 budget)</p> <p>Committee noted that a revised budget would be presented to the October Committee meeting. Losses through restricted and reduced income are approximated at £77,000 to year end</p>
F & E 115-20	<p>Funding Streams from UDC</p> <p>The Clerk updated Committee on the current situation regarding grants and claims submitted to UDC. Committee endorsed the action taken to date and that the Town Council should continue to progress outstanding grant claims</p>
F & E 116-20	<p>Precept Payment</p> <p>It was Resolved:</p> <p>To note the receipt of £583,868.00 from UDC being the 2nd tranche of the precept from UDC for 2020/21</p>
F & E 117-20	<p>Grant Applications</p> <p>Committee considered the grant application as presented, noting the financial negative impact the awarding of this grant would have on the Town Council's potential income from hiring of the Town Hall.</p> <p>Committee was further mindful of the current Covid-19 rules and regulations and expressed grave concerns regarding the hosting of any large event in the Town Hall. Whilst any event may comply with Covid-19 restrictions, it would prove very difficult to manage and co-ordinate an event with a considerable number of attendees and could jeopardise and health, wellbeing and safety of Town Council employees and those attending. The Committee mandated Officers as follows:</p> <ul style="list-style-type: none"> (a) To cease the hiring of the Town Hall or Golden Acre Community Centre for any large event or activity where compliance with Covid-19 rules and regulations cannot be easily managed or enforced (this determination to be at the discretion of the Officers); (b) That any current or potential large hiring at either venue be immediately cancelled and hirers notified of the Town Council's position; (c) That this cessation remains in place until further notice. <p>Committee noted the need to take strong and decisive action in order to protect Council employees and users of the facilities but equally noted that this action is regretful but unavoidable under the current circumstances.</p>
F & E 118-20	<p>Uttlesford Citizens' Advice</p> <p>Committee received and noted with thanks the report and work of the Citizens' Advice.</p>

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F & E 119-20	Urgent Information Items There were no matters arising
F & E 120-20	Date and time of Next Meeting Next meeting to be held remotely (via Zoom) on Monday 19 th October 2020

The Chairman closed the meeting at 9.00pm