

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 19th October 2020** at 7.30pm

Present (remotely via Zoom)

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

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

Public: Mr John Ready, in support of Min Ref F & E 124-20 as a member of the Saffron Walden Initiative

F & E 121-20	<p>Apologies for absence</p> <p>Apologies were received and accepted from Cllrs Asker, De Vries and Fairhurst</p>
F & E 122-20	<p>To receive any Declarations of Interest</p> <p>Cllr Eke declared a generic non-pecuniary interest as District Councillor for Uttlesford District Council</p> <p>Cllr Hawke-Smith declared a non-pecuniary interest in Min Ref F & E 124-20 as a member of the Saffron Walden Initiative</p>
F & E 123-20	<p>Public Speaking Time</p> <p>There were no questions arising from the public</p>
	<p>With the agreement of the Committee, the Chair brought forward agenda item 12, grant application from Saffron Walden Initiative (SWI)</p>
F & E 124-20	<p>Grant Application</p> <p>Committee considered the grant application as presented from SWI for a total of £283.33 being the cost of their public liability insurance.</p> <p>Mr John Ready spoke further to the application, responding to queries raised by the Committee. Committee was mindful that given the reduced activity of the SWI, it would seem appropriate for the public liability cover and premium to be reduced, removing for example any specific cover for events (which to date have been postponed due to Covid-19). Committee was supportive of the application but requested SWI to contact their insurance company to ascertain any appropriate reduction in price and/or extension</p>

Signed as a true and accurate record

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	<p>of cover (for example, the extending of the cover expiry date to September 2021 as opposed to March 2021 in recognition of the lack of activity).</p> <p>Resolved: That SWI be requested to clarify details with their insurance company and to report back to the November meeting where the grant application will be further considered</p>
F & E 125-20	<p>Minutes of the Finance & Establishment Committee September 2020</p> <p>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</p>
Financial Matters	
F & E 126-20	<p>Expenditure – to be authorised</p> <p>(a) Payment of the accounts received since 21st September 2020 were approved.</p> <p>(b) Payment of accounts for (for cheques already issued) since 21st September 2020 were approved.</p>
F & E 127-20	<p>Tourist Information Centre (TIC) Details</p> <p>Committee received and noted the following details:</p> <p>(a) Profit & Loss Account for TIC</p> <p>(b) Monthly report from TIC Committee received the monthly report with thanks to the TIC staff, with particular regards to their efforts and activity in responding to the Committee's requests to increase revenue and opportunities for corporate sponsorship.</p> <p>(c) Business Plan for the TIC Committee agreed they would like to spend further time at the January 2021 Committee meeting in reviewing additional income streams and opportunities and to further review the TIC's business plan and any specific objectives for 2021. Agreed that TIC staff be invited to attend this meeting and that Cllr De Vries and Fairhurst be encouraged to present details of their findings regarding business opportunities for the TIC.</p>
F & E 128-20	<p>Monthly Reports</p> <p>Committee received and noted the following monthly reports:</p> <p>(a) Bank reconciliation statement with supporting statements for September 2020</p> <p>(b) Cash Book – showing all income and expenditure for the previous ended month for September 2020</p>

	(c) Income report, broken down by budget code – year to date including comparison of income year to date against the previous year for September 2020
F & E 129-20	Committee Hi-Light Reports Committee received and noted the Hi-Light reports.
F & E 130-20	Projected Income and Expenditure 2020/21 in light of Covid-19 (revised Covid-19 budget) Committee noted the projected impact of Covid-19 on the Town Council's 2020-21 budget and agreed that the January Committee meeting must focus on the specific loss of income, recognising this impact on the overall budget. It was agreed that for future "Covid-19" budgets, only versions 1 and 2 need to be presented to future meetings. The RFO was thanked for his continued robust management of the Town Council's finances and reporting procedures.
F & E 131-20	Income Graphs Committee received and noted the income graphs as presented. Committee discussed opportunities for additional income generation in service areas of the Town Council. There was a general discussion on the future opportunities for market. It was agreed that this was a remit of the A & S Committee who would be asked to consider additional trading days. Committee noted that A & S had previously considered other trading days but current Covid-19 restrictions had concluded that additional trading or the encouragement of more visitors to town is contrary to existing guidelines. It was agreed that the chair would speak to their counterpart in A&S Committee for further consideration and carried forward by them.
F & E 132-20	Budget 2021-22 Cllr Toy provided a verbal update on the Budget Working Group meeting held earlier that day
F & E 133-20	Funding Streams from UDC Committee noted the continued progression of funding opportunities from monies held by UDC
F & E 134-20	Urgent Information Items - There were no matters arising
F & E 135-20	Date and time of Next Meeting Next meeting to be held remotely (via Zoom) on Monday 16 th November 2020. It was agreed that this meeting will focus on the Budget proposals for 2021/22 as a substantive item. Other standard agenda items would be carried over to the December meeting. Furthermore, it was agreed that the January meeting would focus on a review of income streams and opportunities and that the reporting of some financial activity and associated reports would move to bi-monthly. The chair felt that this approach would provide the committee more time to focus on more substantive items over the coming months.

The Chairman closed the meeting at 9.00pm

Signed as a true and accurate record

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