

**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 16<sup>th</sup> November 2020** at 7.30pm

**Present (remotely via Zoom)**

Councillors: Asker, De Vries, Eke, Fairhurst, Hawke-Smith, Toy (Chair)

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

Public: Cllr Gadd was also present as Chair of the Budget Working Group (but not a member of this Committee)

F & E 136-20	<p><b>Apologies for absence</b></p> <p>Apologies were received and accepted from Cllrs Millward and Porch</p>
F & E 137-20	<p><b>To receive any Declarations of Interest</b></p> <p>Cllrs Asker, De Vries, Eke and Fairhurst declared a generic non-pecuniary interest as District Councillors for Uttlesford District Council</p> <p>Cllr Hawke-Smith declared a non-pecuniary interest in Min Ref F &amp; E 147-20 as a member of the Saffron Walden Initiative</p> <p>Cllr Fairhurst declared a pecuniary interest in Min Ref F &amp; E 142-20 and excused himself from the meeting during discussion on that item. The pecuniary interest being payment due by the Tourist Information Centre to his wife’s business, House of Saffron.</p>
F & E 138-20	<p><b>Public Speaking Time</b></p> <p>There were no questions arising from the public</p>
	<p>With the agreement of the Committee, the Chair brought forward agenda items 9 and 10 being the draft budget for 2021/22 and PCSO funding 2022/23</p>
F & E 139-20	<p><b>Draft Budget for 2021/22</b></p> <p>As Chair of the Budget Working Group, Cllr Gadd provided a general overview of the proposed budget, speaking further to the paper as presented under agenda item 9(a). This paper established some fundamental principles of the budget, allowing for some assertions and presumptions to be made regarding the number of Band D properties for 2021/22, inflationary increases, unemployment rates, income and other expenditure</p>

Signed as a true and accurate record .....

Minutes of the Finance & Establishment Committee November 2020

	<p>items. The RFO spoke further to the detail of the proposals, responding to questions and queries as raised by Committee members.</p> <p>It was noted there was no provision in the draft 2021/22 budget for a “Crisis Fund” which may be essential given the Covid-19 pandemic. It was noted that should the current pandemic continue into 2021/22, there would be sufficient opportunity to establish the Crisis Fund. This includes funds set aside for free of charge or reduced hall hire. This may be especially pertinent assuming that hall hiring for community usage will not be permitted and funds could therefore be diverted. F&amp;E committee members confirmed their eagerness to re-establish the Crisis Fund in 2021/22 depending on economic impact of coronavirus and will review the options during 2021/22.</p> <p>There followed considerable positive and supportive discussion on the draft budget as presented. It was</p> <p><b>Resolved:</b></p> <ul style="list-style-type: none"> <li>(a) To recommend the draft budget as presented to the December Full Council meeting. Committee commended the draft budget which represents a modest 1.5% increase on the Band D figure from 2020/21, noting it was a prudent, efficient and resourceful budget. Given the assumptions made within the draft budget, it was agreed that should the actual Band D figure (to be advised by UDC) vary significantly (+/- £50,00) from that as anticipated, Committee/Council may need to re-evaluate the proposals. Any increase below £50,000 would be attributed to EMR for lift repair works.</li> <li>(b) That in February / March 2021, the Committee would undertake a Medium Term Financial Strategy review to ensure continued sound and prudent financial management. This will be considered at the F&amp;E meeting in March.</li> <li>(c) To thank all members of the Budget Working Group for their input and production of the draft budget</li> </ul> <p>Cllr Gadd left the meeting and did not participate in the voting relating to this item, given he is not a Committee member.</p>
<p>F &amp; E 140-20</p>	<p><b>PCSO Funding 2022/23 onwards</b></p> <p>The Town Clerk provided Committee with historic information regarding the Town Council’s funding of the PCSO post for Saffron Walden. Committee was supportive of the PCSO post and commended the previous decision of Council to support this initiative, noting the positive difference in policing levels now in comparison to 2016/2017.</p> <p>Cllr Toy undertook to provide Committee with a full briefing and report in May 2021 on the role of PCSOs, policing levels in Saffron Walden and how the Town Council should best utilise its resources to support police efforts.</p>
<p>F &amp; E 141-20</p>	<p><b>Minutes of the Finance &amp; Establishment Committee October 2020</b></p> <p>The minutes of the previous Finance &amp; Establishment Committee were accepted as a true and accurate record of the meeting and were signed by the Chairman</p>

Signed as a true and accurate record .....

Minutes of the Finance & Establishment Committee November 2020

### Financial Matters

F & E 142-20	<p><b>Expenditure – to be authorised</b></p> <p>(a) Payment of the accounts received since 12<sup>th</sup> October 2020 were approved.</p> <p>(b) Payment of accounts for (for cheques already issued) since 12<sup>th</sup> October 2020 were approved.</p>
F & E 143-20	<p><b>Tourist Information Centre (TIC) Details</b></p> <p>Committee received and noted the following details:</p> <p>(a) Profit &amp; 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 challenge of increasing revenue and the creation of an on-line presence.</p> <p>(c) Business Plan for the TIC Noted that the January Committee meeting would focus on this activity</p>
F & E 144-20	<p><b>Monthly Reports</b></p> <p>Committee received and noted the following monthly reports:</p> <p>(a) Bank reconciliation statement with supporting statements for October 2020</p> <p>(b) Cash Book – showing all income and expenditure for the previous ended month for October 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 October 2020</p> <p>Cllr Toy verbally expressed some broad proposals for the future agendas for F&amp;E committee, to ensure the committee has the opportunity to discuss key priorities in depth whilst ensuring the budgetary responsibilities are met. The proposals to be expanded upon at the December meeting.</p>
F & E 145-20	<p><b>Committee Hi-Light Reports</b></p> <p>Committee received and noted the Hi-Light reports.</p>
F & E 146-20	<p><b>Projected Income and Expenditure 2020/21 in light of Covid-19 (revised Covid-19 budget)</b></p> <p>Committee noted this was for further discussion at the January 2021 Committee meeting.</p>

Signed as a true and accurate record .....

Minutes of the Finance & Establishment Committee November 2020

F & E 147-20	<p><b>Grant Application</b></p> <p>The Clerk reported that the SWI had contacted their insurers and a reply was awaited regarding any extension so the insurance period and/or reduction in premium. It was agreed to carry this item over to the December Committee meeting, pending a response from SWI's insurance company.</p>
F & E 148-20	<p><b>Funding Streams from UDC</b></p> <p>Committee noted that discussions were ongoing with UDC regarding funding streams</p>
F & E 149-20	<p><b>Urgent Information Items</b></p> <p>There were no matters arising</p>
F & E 150-20	<p><b>Date and time of Next Meeting</b></p> <p>Next meeting to be held remotely (via Zoom) on Monday 21<sup>st</sup> December 2020</p>

The Chairman closed the meeting at 8.35pm