

11 Emson Close  
Saffron Walden  
Essex, CB10 1HL

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## Agenda

### Finance & Establishment Committee

To Committee Members: Councillors Asker, De Vries, Eke, Fairhurst, Hawke-Smith, Millward, Porch, Toy (Chair), 1 x vacancy on Committee

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 21<sup>st</sup> December 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/85287955243?pwd=VDNDcENHbnlFSDFQR1Z1cXJzNFdRQT09>

Meeting ID: 852 8795 5243

Passcode: 923991

#### One tap mobile

+442034815237,,85287955243 | 923991# United Kingdom

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#### Dial by your location

+44 203 481 5237 | +44 203 481 5240 | +44 203 901 7895 +1 253 215

Meeting ID: 852 8795 5243 | Passcode: 923991

## **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](http://www.saffronwalden.gov.uk). For background papers in relation to this meeting please contact [enquiries@saffronwalden.gov.uk](mailto: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](mailto: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](mailto:enquiries@saffronwalden.gov.uk)  
General Enquiries – Saffron Walden Town Council Offices, 11 Emson Close, Saffron Walden, CB10 1HL | Website: [www.saffronwalden.gov.uk](http://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**

**16<sup>th</sup> December 2020**

1	<p><b>Apologies for absence</b></p> <p>To receive apologies and consider requests for approved absence</p>
2	<p><b>To receive any Declarations of Interest</b></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><b>Public Speaking Time</b></p> <p>For the public or Press to ask questions of the Committee on matters relating to the agenda. 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><b>Minutes of the last meeting of the Finance &amp; Establishment Committee</b></p> <p>To verify the Minutes of the Committee meeting held in November 2020</p>
	<p><b>Financial Matters</b></p>
5	<p><b>Expenditure – to be authorised</b></p> <p>(a) To approve the payment of the accounts received since 16<sup>th</sup> November 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 16<sup>th</sup> November 2020.</p>
6	<p><b>Tourist Information Centre (TIC) Details</b></p> <p>Committee to receive the following reports (as attached)</p> <p>(a) Profit &amp; Loss Account for TIC for November 2020  (b) Monthly report from TIC (incs sales graphs)</p>
7	<p><b>Monthly Reports</b></p> <p>(a) Bank reconciliation statement with supporting statements  (b) Cash Book – showing all income and expenditure for the previous ended month for November 2020  (c) Income report, broken down by budget code – year to date including comparison of income year to date against the previous year.</p>

8	<p><b>Committee Hi-Light Reports</b></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. Documents 8(a) and 8(b) refer</p>
9	<p><b>Internal Auditor's Report</b></p> <p>To receive the internal auditor's report from 1.4.20 to 30.09.20, as attached.</p> <p>The internal auditor makes no recommendations for change but notes the need for the Town Council to implement a more user-friendly website; this is in hand and a new website is currently being written and is being progressed for implementation soonest.</p>
10	<p><b>Grant Applications</b></p> <p><b>(a) Saffron Walden Initiative - £213.00 – small grants scheme</b></p> <p>To consider the awarding of a grant of £213.00 for the Saffron Walden Initiative (SWI) being the cost of their public liability insurance. Details as per attached application form (note the amount requested is £213.00 and not £283.00 as per the original application)</p> <p>This application represented following consideration at the October meeting at which the Committee requested SWI to approach their insurers for any reduction in premium cost or a time extension (Min Ref F &amp; E 124-20 refers). The SWI has contacted their insurers and cancelled the insurance for the remainder of the period given there is no SWI activity. The cost of the premium to date is therefore £213.00 being the grant requested.</p> <p>Total 2020/21 grant allocation £5,300.00 Balance as at 16.12.20 is £4191.00</p> <p><b>(b) The Shhh Experience (part of Hyperfusion Theatre Company) £3,376.72 (ex VAT) or £4,052.07 (inc VAT) – hall hire scheme</b></p> <p>To consider the awarding of a grant for free of charge hall hire for in March 2021 for a theatre production in the Town Hall. Details as per attached application form. Any event would be subject to compliance with Covid-19 rules/regulations and sight of appropriate risk assessments from the theatre company.</p> <p>Total 2020/21 grant allocation £6,131.00 Balance as at 16.12.20 £5,381.00</p>
11	<p><b>Funding Streams from UDC</b></p> <p>To note the following grants have been applied for, these are administered by UDC:</p> <p>Additional Restrictions Grant (ARG) and Local Restrictions Support Grant (LRSG) applied for Town Hall, Golden Acre and TIC. A response to our applications is awaited and will likely follow on closure of the application period.</p>

12	<b>Forward Plan</b> To receive and consider the proposed forward plan and schedule of works as attached.
13	<b>Urgent Information Items</b> Any items to verbally report for information only
14	<b>Date and time of Next Meeting</b> Monday 18 <sup>th</sup> January 2021, 7.30pm via Zoom