

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

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in
The Town Hall on Monday 13th December at 7.30pm

Present Councillors: Gadd, Hawke-Smith, Millward, Porch and Toy (Chair).

Officers: Lisa Courtney, Town Clerk
David Broomfield, Responsible Finance Officer (RFO)

Public: Two directors of Saffron Walden Initiative (SWI) re: Min Ref F & E 132-21 (a)

F & E 129-21	<p>Apologies for absence</p> <p>Apologies were received and accepted from Cllrs de Vries, Eke and Fairhurst.</p>
F & E 130-21	<p>To receive any Declarations of Interest</p> <p>Cllr Porch declared a generic non-pecuniary interest in Min Ref F & E 130-21 (grant request from SW Heritage Group) as a member of this group.</p> <p>Cllr Gadd declared a generic non-pecuniary interest as County Councillor for Essex County Council and as a member of the Saffron Walden Initiative.</p> <p>Cllr Hawke-Smith declared a generic non-pecuniary interest as a board member of Saffron Walden Initiative.</p>
F&E 131-21	<p>Public Speaking Time</p> <p>There were no questions arising</p>
	<p>With the permission of committee, the grant applications were brought forward for consideration.</p>
F&E 132-21	<p>Grant Requests</p> <p>A) Saffron Walden Initiative Having declared an interest Cllrs Gadd and Hawke-Smith both abstained from the discussion and decision making of this item.</p> <p>The directors presented their application to the Committee requesting £279.00 to cover their annual public liability insurance. It was Resolved: To grant the funding request in accordance with the funding application</p> <p>B) Saffron Walden Heritage Group Having declared an interested Cllr Porch abstained from the discussion and decision making of this matter.</p>

Signed as a true and accurate record

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	<p>Committee noted the application, and it was Resolved:</p> <p>To grant free of charge hall hire for the event, noting the hall would only be used in the event of inclement weather</p>
F&E 133-21	<p>Minutes of the Finance & Establishment Committee September 2021</p> <p>The minutes were accepted as a true and accurate record of that meeting and were signed by the Chairman.</p>
Financial Matters	
F & E 134-21	<p>Expenditure – to be authorised</p> <p>(a) Payment of the accounts received since 15th November 2021 were approved.</p> <p>(b) Payment of accounts for payments already made since 15th November 2021 were approved.</p>
F & E 135-21	<p>Tourist Information Centre</p> <p>(a) The Committee received and noted the profit and loss account for November 2021.</p> <p>(b) Committee received the revised business plan and congratulated the TIC for their awards and their ideas regarding income generators.</p> <p>It was noted that opportunities are being considered in joint working with Uttlesford District Council in the future and website and local tour promotions.</p> <p>(c) Committee noted the quarterly update report.</p>
F & E 136-21	<p>Monthly Reports</p> <p>Committee received and noted the following monthly reports:</p> <p>(a) Bank reconciliation statement with supporting statements</p> <p>(b) Cash Book – showing all income and expenditure for November 2021.</p> <p>(c) Income report broken down by budget code – year to date including comparison of income year to date against previous years. Committee noted the need to ensure that projected income considered both covid and post-covid opportunities.</p>
F & E 137-21	<p>Committee Hi-Light Reports</p> <p>The Committee received and noted the Hi-Lighted reports from the RFO. There were no specific items to note or action to be taken in relation to documents 8(a) or 8(b).</p>

F & E 138-21	<p>Annual Governance Review</p> <p>Committee noted and approved the attached reports and asked that Full Council is also informed.</p>
F & E 139-21	<p>Budgets</p> <p>a) 5 year rolling plan The report was approved by committee and will be recommended for approval at Full Council in January.</p> <p>b) 2022/23 Budget The dates provided by Uttlesford District Council were noted by Committee, and further that the final budget (once the Band D figure was confirmed by UDC) would be presented to the January 2022 Full Council meeting.</p>
Grants	
F & E 140-21	<p>Thanks for Grants</p> <p>Committee noted the thanks received from the following successful grant applications.</p> <p>a) Roundtable b) Volunteer Uttlesford c) Citizens Advice Bureau</p>
F & E 141-21	<p>Review of Grant Process</p> <p>The Town Clerk presented to committee the findings from the Grant consultation and was thanked for the detail of the presentation and findings.</p> <p>Committee noted the report and approved the principles of the recommendations within. It was Resolved:</p> <p>To form a working group, consisting of Cllrs Millward, Hawke-Smith and the Town Clerk to take the recommendations from the report forward. This group would present a report to a future committee meeting, with specific options for consideration</p>
Other Matters	
F & E 142-21	<p>Forward Plan</p> <p>Committee received and noted the forward plan, with the following amendments:</p> <p>(a) February 2022 – to delete the 5-year budget review (as this is an integral part of the annual budget working group’s remit) and to replace with an interim review and update from the grant working group (as per Min Ref F & E 141-12)</p> <p>(b) May 2022 – to receive the report from the internal auditor</p>

Signed as a true and accurate record

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	(c) June 2022 – to receive a grant update from the working group
F & E 143-21	<p>Uttlesford Food Bank</p> <p>Committee noted the report. The Clerk advised that confirmation had been received that day of a successful grant bid by the Town Council to Essex County Council for emergency covid funding which will be used to support the work of the Uttlesford Food Bank.</p>
F & E 144-21	<p>Draft Policies</p> <p>Committee reviewed and considered the polices as attached, it was Resolved:</p> <p>To adopt the Equal Opportunities policy and Domestic Abuse policy as presented with the following amendments:</p> <p>Equal Opportunities: to remove the word “sufficient” from paragraph 4.2</p> <p>Domestic Violence policy: Under section 4.4 “In terms of practical assistance <i>and subject to consultation with the employee</i>, the manager may consider the following [new addition in italics].</p>
F & E 145-21	<p>Urgent Information Items</p> <p>There were no matters raised.</p>
F & E 146-21	<p>Date and time of Next Meeting</p> <p>Next meeting to be held on Monday 17th January 2022 at The Garden Rooms, Saffron Walden. Cllr Porch passed his apologies for this meeting.</p>

The Chairman closed the meeting at 9.30pm.