

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 15th February 2021** at 7.30pm

Present (remotely via Zoom)

Councillors: Asker, Eke, Hawke-Smith, Millward, Toy (Chairman)

Officers: Terry Frostick Operations Manager (Meeting Clerk)
David Broomfield, Responsible Financial Officer

Public: None

F & E 012-21	Apologies for absence Apologies were received and accepted from Cllr De Vries, Cllr Fairhurst & Cllr Porch
F & E 013-21	To receive any Declarations of Interest Cllr Asker and Cllr Eke declared a generic non-pecuniary interests as District Councillors for Uttlesford District Council
F & E 014-21	Public Speaking Time There were no questions arising from the public
F & E 015-21	Minutes of the Finance & Establishment Committee 18th January 2021 The minutes of the 18 th January 2021 Finance & Establishment Committee were accepted as a true and accurate record of that meeting and were signed by the Chairman.
Financial Matters	
F & E 016-21	Expenditure – to be authorised (a) Payment of the accounts received since 19 th January 2021 were approved. (b) Payment of accounts for payments already made since 19 th January 2021 were approved.
F & E 017-21	Tourist Information Centre The Committee noted the profit and loss account for January 2021

Signed as a true and accurate record

Minutes of the Finance & Establishment Committee February 2021

	The RFO noted that an additional grant of £2000 had been received from Uttlesford DC for loss of income.
F & E 018-21	<p>Monthly Reports</p> <p>Committee received and noted the following monthly reports:</p> <p>(a) Bank reconciliation statement with supporting statements for January 2021</p> <p>(b) Cash Book – showing all income and expenditure for the previous month for January 2021</p>
F & E 019-21	<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 020-21	<p>Projected Income and Expenditure 2020/21 in light of Covid-19</p> <p>The RFO presented to the Committee a projection of current revised income and expenditure for 20/21; accounting for reduced income and expenditure as a result of Covid 19.</p> <p>The RFO explained the current proposed and projected carry forward figures in detail, stressing these are only at a snap shot in time and that before the year end had been finalised no firm figures could be given for any ring fencing, carried forwards or virements of monies.</p> <p>The Committee thanked the RFO for a detailed report and explanation and asked a similar report is presented at the March 2021 Meeting.</p>
F & E 021-21	<p>Crisis Fund</p> <p>The Committee received a report as attached being a summary of the crisis fund, year to date and thanked the Town clerk and RFO for such.</p> <p>Agenda items 10(a) and (b) refer</p> <p>The Chairman and Committee were unanimous in their support of those less fortunate at this current time and believed it was their duty to help where needed with the provision of a Saffron Walden Town Council crisis fund.</p>
Other Matters	
F & E 022-21	<p>Forward Plan</p> <p>Committee noted the current forward plan details as attached.</p>

	<p>The Chairman gave apologies in relation to not being able to carry his review due to excessive workloads and requested this item be removed from the forward plan.</p> <p>Cllr Millward requested an extension of time to carry out her review.</p> <p>Committee agreed unanimously to note and agree to both requests</p> <p>Other matters on the forward plan will proceed as time allows and be brought back to future meetings.</p>
F & E 023-21	<p>Citizens' Advice Uttlesford</p> <p>The Committee received the quarterly report from Citizens Advice Uttlesford and passed on their thanks for all they are doing in helping those in need.</p>
F & E 024-21	<p>Urgent Information Items</p> <p>None</p>
F & E 025-21	<p>Date and time of Next Meeting</p> <p>Next meeting to be held remotely (via Zoom) on Monday 15th March 2021</p>

The Chairman closed the meeting at 8:35pm