

The Town Hall
Market Street
Saffron Walden
CB10 1HZ

Tel: 01799 516501
www: saffronwalden.gov.uk



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 **THURSDAY 22ND APRIL 2021** commencing at **6.00pm** 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/88636014183?pwd=ZnRMcndxMW9wdjQ1cGt4YjlvY1oyUT09>

Meeting ID: 886 3601 4183

Passcode: 556281

One tap mobile

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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. For background papers in relation to this meeting please contact 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. 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

General Enquiries – Saffron Walden Town Council Offices, 11 Emson Close, Saffron Walden, CB10 1HL | Website: 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

16th April 2021

1	<p>Apologies for absence</p> <p>To receive apologies and consider requests for approved absence</p>
2	<p>To receive any Declarations of Interest</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>Public Speaking Time</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>Minutes of the last meeting of the Finance & Establishment Committee</p> <p>To verify the Minutes of the Committee meeting held in March 2021</p>
	<p>Financial Matters</p>
	<p>The following are standard items for consideration for a Committee meeting, focussing on business matters and further include reports relating to the conclusion of year end accounts for 2020/21</p>
5	<p>Expenditure – to be authorised</p> <p>(a) To approve the payment of the accounts received since 15th March 2021. 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) 15th March 2021.</p>
6	<p>Tourist Information Centre</p> <p>Profit and Loss Account for March 2021</p>
7	<p>Monthly Reports</p> <p>(a) Bank reconciliation statement with supporting statements</p> <p>(b) Cash Book – showing all income and expenditure for the previous ended month for March 2021</p> <p>(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>Committee Hi-Light Reports</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.</p> <p>Documents 8(a) and 8(b) refer</p>
9	<p>Year End Carry Forwards</p> <p>To review and consider the proposed carry forward figures from the 2020/21 budget into the 2021/22 budget. Some items for carrying forward are as previously agreed as an integral part of the budget setting process for 2021/22. Reports 9 (a) and (b) refer</p> <p>Committee is requested to note the proposed allocation of £5,000 towards continuance of the crisis fund/Food Bank support.</p>
10	<p>Income Graphs</p> <p>To receive graphs as attached evidencing income trends from 2016 to date</p>
Other Matters	
11	<p>Forward Plan</p> <p>Committee to note and receive the current forward plan, details as attached.</p>
12	<p>Policies to be reviewed and readopted</p> <p>Committee to note that the following policies are due for review and readoption if appropriate. Committee is requested to review the existing policies by following the links below. Officers are not aware of any shifts in legislation or other circumstances which would warrant amending the policies as they stand. Therefore, the recommendation is to readopt with no changes, save for any proposed amendments as given against each policy:</p> <p>a) Access to information policy (to update address details) https://safronwalden.gov.uk/data/documents/1498.pdf?5e1dec1b</p> <p>b) Complaints, compliments and comments policy https://safronwalden.gov.uk/data/documents/2094.pdf?5fe469b9</p> <p>c) Discretions policy LGPS Regulation 2013 (to update Town Clerk's details) https://safronwalden.gov.uk/data/documents/1417.pdf?5dbab82e</p> <p>d) Equal opportunities policy https://safronwalden.gov.uk/data/documents/1299.pdf?5fe46a06</p> <p>e) General and earmarked reserves policy https://safronwalden.gov.uk/data/documents/995.pdf?5c013905</p>

	<p>f) Grants policy (noting this is subject to an imminent review) https://saffronwalden.gov.uk/data/documents/1300.pdf?5d541b6b</p> <p>g) Training policy https://saffronwalden.gov.uk/data/documents/1082.pdf?5c5d806a</p>
13	<p>Grant Application</p> <p>To consider the grant request as below:</p> <p>Saffron Walden Musical Theatre Group (SWMTG) £300 towards the production and hosting of a theatre production in November 2021. Full details as per the attached application and supporting documents.</p>
14	<p>Urgent Information Items</p> <p>Any items to verbally report for information only</p>
15	<p>Date and time of Next Meeting</p> <p>Monday 17th May, 2021, 7.30pm – this will be a face-to-face meeting</p>