

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: **Thursday 22nd April 2021 at 6.00pm**

Present (remotely via Zoom)

Councillors: De Vries (part of meeting), Hawke-Smith, Millward, Toy (Chairman)

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

Public: Erica Redfern in support of grant application, Min Ref F & E 043-21

F & E 039-21	Apologies for absence Apologies were received and accepted from Cllrs Asker, Eke, Fairhurst and Porch
F & E 040-21	To receive any Declarations of Interest Cllr De Vries declared a generic non-pecuniary interest as a District Councillor for Uttlesford District Council
F & E 041-21	Public Speaking Time No public in attendance
F & E 042-21	Minutes of the Finance & Establishment Committee 15th March 2021 The minutes of the 15 th March 2021 Finance & Establishment Committee were accepted as a true and accurate record of that meeting and were signed by the Chairman.
	With the Committee’s approval, the Chair brought forward agenda item 13 being the grant application from Saffron Walden Musical Theatre Group. Cllr James De Vries arrived at the meeting, apologising for his late arrival and noting that he had poor internet connectivity in his current location and apologised if he needed to subsequently leave the meeting due to this connectivity.
F & E 043-21	Grant Application from Saffron Walden Theatre Group (SWMTG) Ms Erica Redfern was present and spoke further in support of the application. She noted the need for the production to be covid secure and to meet this, the group were planning more shows with fewer audiences. Committee members posed a series of questions to Erica and were appreciative of the responses and comprehensive grant application. It was Resolved:

Signed as a true and accurate record

Minutes of the Finance & Establishment Committee April 2021

	Unanimously to award a grant of £300 to SWMTG, in accordance with the grant application form as submitted and considered by Committee.
Financial Matters	
F & E 044-21	<p>Expenditure – to be authorised</p> <p>(a) Payment of the accounts received since 15th March 2021 were approved.</p> <p>(b) Payment of accounts for payments already made since 15th March 2021 were approved.</p>
F & E 045-21	<p>Tourist Information Centre</p> <p>The Committee received and noted the profit and loss account for March 2021</p>
F & E 046-21	<p>Monthly Reports</p> <p>Committee received and noted the following monthly reports:</p> <p>(a) Bank reconciliation statement with supporting statements for March 2021</p> <p>(b) Cash Book – showing all income and expenditure for the previous 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>
F & E 047-21	<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> <p>The Committee Chair noted the installation of the new netting at the Ladies Football Club, the Town Council had previously agreed to pay 50% of the netting cost and the money was to be taken from the EMR held under Crabtrees. The Clerk advised that the club had successfully gained sponsorship for 100% of the cost and a local company were installing the netting at no cost as a community contribution. This was noted and all expressed thanks and gratitude to the donor.</p>
F & E 048-21	<p>Year End Carry Forwards</p> <p>The RFO presented reports and figures for proposed carry forwards into the 2021/22 budget. It was Resolved:</p> <p>(a) To set aside a specific sum of £5,000 towards the continuance of a “Crisis Fund” and that this fund be renamed as “Covid Recovery Fund” to reflect the emergence from covid restrictions, but the difficulties still faced by many. Further that whilst £5,000 had been set aside, this was not a restricted budget and should it later</p>

Signed as a true and accurate record

Minutes of the Finance & Establishment Committee April 2021

	<p>prove necessary to increase this budget, that consideration would be given to the virement from general reserves (subject to appropriate procedures being followed at the time). It was further noted that the Town Council had successfully applied for 3rd party funding to support the Council's existing crisis fund and these applications would likely continue.</p> <p>(b) To verify the PCSO budget for 2021/22 given any anticipated salary change to the post and in recognition of the post holders reduced working hours.</p> <p>(c) To approve the proposed carry forward figures as presented and to commend these to the May Full Council meeting for adoption. It was noted that given the impact of any carry forward to the primary budget, this matter must be considered by Full Council with a recommendation from the F & E Committee.</p>
	Cllr De Vries left the meeting due to a poor internet connection.
F & E 049-21	<p>Income Graphs</p> <p>The graphs were received and noted</p>
Other Matters	
F & E 050-21	<p>Forward Plan</p> <p>Committee noted the current forward plan details as attached.</p>
F & E 051-21	<p>Policies to be Reviewed and Re-adopted</p> <p>It was Resolved:</p> <p>To carry the policies over to the May meeting for consideration</p>
F & E 052-21	<p>Urgent Information Items</p> <p>There were no matters arising</p>
F & E 053-21	<p>Date and time of Next Meeting</p> <p>Next meeting to be held face to face on Monday 17th May 2021 at 7.30pm</p>

The Chairman closed the meeting at 7.15pm