

The Town Hall
Market Street
Saffron Walden
CB10 1HZ

Tel: 01799 516501
www: saffronwalden.gov.uk



Agenda

Finance & Establishment Committee

To Committee Members: Councillors De Vries, Eke, Fairhurst, Gadd, Gregory, Hawke-Smith, Millward, Porch, Toy

You are summoned to attend a MEETING of the FINANCE & ESTABLISHMENT COMMITTEE of SAFFRON WALDEN to be held in the Town Hall, CB10 1HZ on **Monday 17th May 2021** commencing at **7.30pm** to transact the business as set out in the agenda below.

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

Meetings and the Public

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

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Fire/emergency evacuation procedure

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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

Meetings will be recorded where possible and practicable to do so.

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

12th May 2021

1	Election of Committee Chair For Committee to elect the Committee Chair for 2021/22
2	Election of Deputy Committee Chair For Committee to elect the Deputy Committee Chair for 2021/22
3	Apologies for absence To receive apologies and consider requests for approved absence
4	To receive any Declarations of Interest 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.
5	Public Speaking Time 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.
6	Minutes of the last meeting of the Finance & Establishment Committee To verify the Minutes of the Committee meeting held in April 2021

Financial Matters	
	The following are standard items for consideration for a Committee meeting, focussing on policy matters
5	<p>Expenditure – to be authorised</p> <p>(a) To approve the payment of the accounts received since 22nd April 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) since 22nd April 2021.</p>
6	<p>Tourist Information Centre</p> <p>Profit and Loss Account for April 2021 Further TIC documents and consideration to be taken later in the agenda.</p>
7	<p>Monthly Reports</p> <p>(a) Bank reconciliation statement with supporting statements (b) Cash Book – showing all income and expenditure for the previous ended month for April 2021 (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 note or action. Documents 8(a) and 8(b) refer.</p>
9	<p>Receipt of 1st tranche of precept for 2021/22</p> <p>Committee to note that the first tranche of the precept payment for 2021/22 has been received from UDC, who collects payment on behalf of the Town Council. Payment received is £592,467.50</p>
Policy Matters	
	This May Committee meeting is to focus on the work of the Tourist Information Centre and the associated business plan.
10	<p>Tourist Information Centre</p> <p>To receive the following reports and a verbal update from TIC staff on the work and progress at the TIC during 2020/21. Documents attached:</p> <p>(a) TIC report including details of recent activity, including shop sales (b) Business Plan as at 6.5.21</p>

Town Council Grants	
11	<p>To consider the following grant applications:</p> <p>(a) Saffron Walden Initiative - £300 towards cost of PA hiring for Dance in the Square 2021 – details as attached, including details of previous grants awarded.</p> <p>(b) WinningMinds Ltd T/A Headucate.Me - £576.00 being free of charge hall hire for 1 year (£48.00 per session x 12 months, assuming 2 hours hire per month of the Court Room), details as attached</p> <p>Balances available as at 12.05.21: Grants scheme: £8,129 Hall Hire grants: £8,481</p>
12	<p>Uttlesford Citizens' Advice Bureau</p> <p>To receive a quarterly update, as attached</p>
13	<p>Review of the Grants Policy</p> <p>To note that the Town Council will be consulting on its grant system, asking community members for feedback on the current system and process which will help to inform any future changes or reviews appropriate to meet the changing needs of the local community. It is anticipated the survey will launch w/c 17.05.21 and will remain open for a 6 week period. Press releases and publicity will be launched once the consultation is live.</p>
Other Matters	
14	<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. These policies carried forward from the April 2021 meeting:</p> <p>a) Access to information policy (to update address details) https://saffronwalden.gov.uk/data/documents/1498.pdf?5e1dec1b</p> <p>b) Complaints, compliments and comments policy https://saffronwalden.gov.uk/data/documents/2094.pdf?5fe469b9</p> <p>c) Discretions policy LGPS Regulation 2013 (to update Town Clerk's details) https://saffronwalden.gov.uk/data/documents/1417.pdf?5dbab82e</p>

	<p>d) Equal opportunities policy https://saffronwalden.gov.uk/data/documents/1299.pdf?5fe46a06</p> <p>e) General and earmarked reserves policy https://saffronwalden.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>
15	<p>Urgent Information Items</p> <p>Any items to verbally report for information only</p>
16	<p>Date and time of Next Meeting</p> <p>Monday 21st June 2021, 7.30pm in the Town Hall, Saffron Walden</p>