

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

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the ASSEMBLY HALL of the TOWN HALL on **Monday 17<sup>th</sup> May 2021** at 7.30pm

**Present**

Councillors: De Vries, Gadd, Hawke-Smith, Millward, Porch, Toy (Chairman)

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

Public: Peter Riding in support of grant application, Min Ref F & E 045-21 (a)  
Mark Newey in support of grant application Min Ref F & E 045-21 (b)

F & E 040-21	<p><b>Election of Committee Chairman</b></p> <p>Cllr Hawke Smith nominated Cllr Toy, seconded by Cllr Gadd. Cllr Toy accepted the nomination, there being no other nominations, it was unanimously <b>Resolved:</b></p> <p>To Elect Cllr Toy as Committee Chairman for 2021-22 with immediate effect.</p>
F & E 041-21	<p><b>Election of Deputy Committee Chairman</b></p> <p>Cllr Hawke Smith nominated Cllr Millward, seconded by Cllr Toy. Cllr Millward accepted the nomination, there being no other nominations, it was unanimously <b>Resolved:</b></p> <p>To Elect Cllr Millward as Deputy Committee Chairman for 2021-22 with immediate effect.</p>
F & E 042-21	<p><b>Apologies for absence</b></p> <p>Apologies were received and accepted from Cllr Eke and Cllr Fairhurst</p> <p>To note that at the Full Council meeting on 04.05.21, Council had agreed to appoint the newly elected candidate for the Little Walden Ward to the F &amp; E Committee. It was noted that the newly elected member has requested not to sit as such on the F &amp; E committee at this time, with a preference to be part of the Planning and Transport Committee (this to be ratified at the June Full Council meeting),</p>
F & E 043-21	<p><b>To receive any Declarations of Interest</b></p> <p>Cllr De Vries declared a generic non-pecuniary interest as a District Councillor for Uttlesford District Council.</p> <p>Cllr Hawke Smith declared a pecuniary interest in F &amp; E 045-21 (a) and did not take part in the discussion or vote</p> <p>Cllr Gadd declared a non-pecuniary interest in 045-21 (a)</p>

Signed as a true and accurate record .....

Minutes of the Finance & Establishment Committee May 2021

F & E 044-21	<p><b>Public Speaking Time</b></p> <p>No general public in attendance except those speaking to a grant application.</p>
	<p>With the Committee's approval, the Chair brought forward agenda item 11 being the grant application from Saffron Walden Initiative and Winning Minds.</p>
F & E 045-21(a)	<p><b>Grant Applications:</b></p> <p><b>Saffron Walden Initiative – request for £300 towards Dance in the Square</b></p> <p>Mr Peter Ridding was present and spoke further in support of the application. He noted the need for additional help as the Dance -in -the Square Event was costing some £6000 of which they had secured £4000. It was unanimously <b>Resolved:</b></p> <p>To award a grant of £300 to Saffron Walden Initiative towards the Dance in the Square Event in accordance with the grant application form as submitted and considered by Committee.</p>
F & E 045-21(b)	<p><b>Winning Minds – request for free of charge hall hire</b></p> <p>Mr Mark Newey was present and gave a presentation on the grant application from Winning Minds, a debate about the concept of the idea was discussed and how this idea would work with other providers of mental health services. It was requested that Mr Newey make contact with other providers to gain an understanding of the need for such a service.</p> <p>It was agreed to postpone any decision on the grant application until a future meeting. Cllrs Toy, Porch, Hawke-Smith and Milward could meet further with Mr Newey on how this whole idea could be progressed by working with all providers of mental health services.</p>
F & E 046-21	<p><b>Minutes of the Finance &amp; Establishment Committee 22<sup>nd</sup> April 2021</b></p> <p>The minutes of the 22<sup>nd</sup> April 2021 Finance &amp; Establishment Committee were accepted as a true and accurate record of that meeting and were signed by the Chairman.</p>
<b>Financial Matters</b>	
F & E 047-21	<p><b>Expenditure – to be authorised</b></p> <p>(a) Payment of the accounts received since 22<sup>nd</sup> April 2021 were approved.</p> <p>(b) Payment of accounts for payments already made since 22<sup>nd</sup> April 2021 were approved.</p>
F & E 048-21	<p><b>Tourist Information Centre</b></p> <p>The Committee received and noted the profit and loss account for April 2021</p>

Signed as a true and accurate record .....

Minutes of the Finance & Establishment Committee May 2021

F & E 049-21	<p><b>Monthly Reports</b></p> <p>Committee received and noted the following monthly reports:</p> <ul style="list-style-type: none"> <li>(a) Bank reconciliation statement with supporting statements for April 2021</li> <li>(b) Cash Book – showing all income and expenditure for the previous month for April 2021</li> <li>(c) Income report broken down by budget code – year to date including comparison of income year to date against previous years</li> </ul>
F & E 050-21	<p><b>Committee Hi-Light Reports</b></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>It was noted that the RFO had assigned a sum of £50,000 across various income codes to even out the potential Covid 19 losses, Committee requested that this sum is not assigned to various income codes but be ringfenced into a budget code and used if a service suffered a downturn in income due to Covid 19 as this show would show true income figures and a better understanding of the situation could be gauged.</p> <p><b>Resolved</b> to action the above.</p>
F & E 051-21	<p><b>Receipt of 1<sup>st</sup> tranche of precept for 2021/22</b></p> <p>Committee noted 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>
	<p><b>Policy Matters</b></p> <p>This May Committee meeting is to focus on the work of the Tourist Information Centre and the associated business plan.</p>
F & E 052-21	<p><b>Tourist Information Centre</b></p> <p>The Committee received the following reports and a verbal update from Cllr De Vries on the work and progress at the TIC during 2020/21 and ongoing during 2021/2022. Documents attached:</p> <ul style="list-style-type: none"> <li>(a) TIC report including details of recent activity, including shop sales Cllr Milward asked for clarification on the figures at item 5 the RFO said it would be best if Cllr Milward make contact with the TIC direct re this.</li> <li>(b) Business Plan as at 6.5.21</li> </ul>

	<p>Committee is grateful for the work being undertaken by Cllr De Vries and the staff at the TIC and noted how work was progressing, it was especially noted that staff are gaining confidence and knowledge in the online sales way of selling and what free tools there are available to help.</p> <p>It was also noted that some expenditure on new ways of advertising were required and the RFO confirmed there is a budget for this.</p> <p>Cllr De Vries would arrange further meetings with staff and Cllr Fairhurst , and Committee agreed to bring this back to the July meeting and requested that Staff from the TIC be present at the meeting to explain and answer any queries.</p>
	<b>Other Matters</b>
F & E 053-21	<p><b>Policies to be reviewed and readopted</b></p> <p>Committee noted that the following policies are due for review and readoption. 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)  <a href="https://saffronwalden.gov.uk/data/documents/1498.pdf?5e1dec1b">https://saffronwalden.gov.uk/data/documents/1498.pdf?5e1dec1b</a></p> <p>b) Complaints, compliments and comments policy  <a href="https://saffronwalden.gov.uk/data/documents/2094.pdf?5fe469b9">https://saffronwalden.gov.uk/data/documents/2094.pdf?5fe469b9</a></p> <p>c) Discretions policy LGPS Regulation 2013 (to update Town Clerk's details)  <a href="https://saffronwalden.gov.uk/data/documents/1417.pdf?5dbab82e">https://saffronwalden.gov.uk/data/documents/1417.pdf?5dbab82e</a></p> <p>d) Equal opportunities policy  <a href="https://saffronwalden.gov.uk/data/documents/1299.pdf?5fe46a06">https://saffronwalden.gov.uk/data/documents/1299.pdf?5fe46a06</a></p> <p>e) General and earmarked reserves policy  <a href="https://saffronwalden.gov.uk/data/documents/995.pdf?5c013905">https://saffronwalden.gov.uk/data/documents/995.pdf?5c013905</a></p> <p>f) Grants policy (noting this is subject to an imminent review)  <a href="https://saffronwalden.gov.uk/data/documents/1300.pdf?5d541b6b">https://saffronwalden.gov.uk/data/documents/1300.pdf?5d541b6b</a></p> <p>g) Training policy  <a href="https://saffronwalden.gov.uk/data/documents/1082.pdf?5c5d806a">https://saffronwalden.gov.uk/data/documents/1082.pdf?5c5d806a</a></p> <p><b>Resolved</b> to adopt all policies as presented and to further carry out a review of the Equal Opportunities policy and to bring this back to the September meeting. Cllr Toy and Milward</p>

	would carry out this review with the involvement of the Town Clerk and the Council's Health and Safety Consultants Stallard Kane.
F & E 054-21	<b>Uttlesford Citizens' Advice Bureau</b>  Committee received and noted the quarterly update, as provided
F & E 055-21	<b>Review of the Grants Policy</b>  Committee noted 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.
F & E 056-21	<b>Urgent Information Items</b>  There were no matters arising
F & E 057-21	<b>Date and time of Next Meeting</b>  Next meeting to be held face to face on Monday 21 <sup>st</sup> June 2021 at 7.30pm

The Chairman closed the meeting at 9.00pm