

The Town Hall
Market Street
Saffron Walden
CB10 1HZ

Tel: 01799 516501
www: saffronwalden.gov.uk



Agenda

Finance & Establishment Committee

To Committee Members: Councillors Coote, 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 21st June 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.

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For details of the Town Council's Privacy Notice, please visit our website: <http://saffronwalden.gov.uk/policies/>



Lisa Courtney, Town Clerk

16th June 2021

1	Apologies for absence To receive apologies and consider requests for approved absence
2	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.
3	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.
4	Minutes of the last meeting of the Finance & Establishment Committee To verify the Minutes of the Committee meeting held in May 2021
	Financial Matters
	The following are standard items for consideration for a Committee meeting, focussing on business matters
5	Expenditure – to be authorised (a) To approve the payment of the accounts received since 17 th May 2021. Cheques for these accounts have not yet been authorised, awaiting approval by this meeting

	(b) To approve the payment of accounts (for cheques already issued) since 17 th May 2021.
6	<p>Tourist Information Centre</p> <p>Profit and Loss Account for May 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 May 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 note or action. Documents 8(a) and 8(b) refer.</p>
9	<p>Annual Governance and Accountability Return 2020-2021 (Annual Return)</p> <p>(a) The internal auditor has signed off the Annual Internal Audit Report and has approved the accounts and practices and brings no matters forward for consideration or recommendation to Council – copy attached as 9 (a). Committee is requested to receive and note these details.</p> <p>(b) Annual Governance Statement 2020/21 with detailed explanations</p> <p>(c) The following documents are attached for reconciliation and verification of the annual return for year ended 31st March 2021, including:</p> <ul style="list-style-type: none"> • Variances explanation (9c.1) • Reconciliation document (9c.2) • Working details for annual return (9c.3) • Detailed Income and Expenditure Accounts (9c.4) • Balance sheet (9c.5) • Bank reconciliation pro-forma (9c.6) <p>(d) Asset Register</p> <p>(e) Dates for the period of exercise of public rights, with the following proposed dates: Commencing on Friday 25th June and ending on Thursday 5th August 2021</p> <p>(f) Committee is requested to specifically give consideration to Section1 being the Annual Governance Statement and to make recommendation to Council regarding the authorisation (or otherwise) of these statements. Supporting documents as attached</p> <p>Committee is requested to consider the above documents and to commend same to Full Council for final approval and authorisation.</p>

10	<p>Preparation for Year ending 2021/22</p> <p>Committee to note and receive the following documents relating to financial administration and management for 2021/22:</p> <p>(a) Internal Auditor's scope of works 2021/22 (b) Risk Assessments 2021/22 (c) Internal Control Measures for 2021/22</p>
11	<p>Forward Plan</p> <p>To receive and consider the forward plan, as attached</p>
12	<p>External Funding Awarded</p> <p>Committee is requested to note the successful grant application made by SWTC to Essex County Council (under their Lockdown Support Programme). £3,000 has been awarded to be spent on basic food supplies for families and other individuals in need; the packages will be assembled to be distributed through Uttlesford Foodbank.</p>
13	<p>Urgent Information Items</p> <p>Any items to verbally report for information only</p>
14	<p>Date and time of Next Meeting</p> <p>Monday 19th July 2021, 7.30pm in the Town Hall, Saffron Walden</p>