

**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 21<sup>st</sup> June 2021** at 7.30pm

**Present**

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

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

Public: None present

F & E 058-21	<b>Apologies for absence</b>  Apologies were received and accepted from Cllrs Coote, Eke and Cllr Fairhurst
F & E 059-21	<b>To receive any Declarations of Interest</b>  Cllr De Vries declared a generic non-pecuniary interest as a District Councillor for Uttlesford District Council.  Cllr Gadd declared a generic non-pecuniary interest as County Councillor for Essex County Council.
F & E 060-21	<b>Public Speaking Time</b>  There were no questions arising.
F & E 061-21	<b>Minutes of the Finance &amp; Establishment Committee 22<sup>nd</sup> April 2021</b>  The minutes of the 17 <sup>th</sup> May 2021 Finance & Establishment Committee were accepted as a true and accurate record of that meeting and were signed by the Chairman.
<b>Financial Matters</b>	
F & E 062-21	<b>Expenditure – to be authorised</b>  (a) Payment of the accounts received since 17 <sup>th</sup> May 2021 were approved.  (b) Payment of accounts for payments already made since 17 <sup>th</sup> May 2021 were approved.
F & E 063-21	<b>Tourist Information Centre</b>  The Committee received and noted the profit and loss account for May 2021

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

Minutes of the Finance & Establishment Committee June 2021

F & E 064-21	<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 May 2021</li> <li>(b) Cash Book – showing all income and expenditure for the previous month for May 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 065-21	<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>
F & E 066-21	<p><b>Annual Governance and Accountability Return 2020-21 (Annual Return)</b></p> <p>Committee reviewed and approved the following documents:</p> <ul style="list-style-type: none"> <li>(a) Annual internal audit report</li> <li>(b) Annual Governance Statement 2020/21 with detailed explanations</li> <li>(c) Variances Explanation</li> <li>(d) Reconciliation documents</li> <li>(e) Working details for annual return</li> <li>(f) Detailed income and expenditure accounts</li> <li>(g) Balance sheet</li> <li>(h) Bank reconciliation proforma</li> <li>(i) Asset register</li> <li>(j) Proposed dates for the period of exercise of public rights</li> </ul> <p>Committee approved the above documents and recommended all for adoption to the Full Council meeting to be held in July 2021.</p>
F & E 067-21	<p><b>Preparation for Year Ending 2021/22</b></p> <p>Committee received, noted and approved the following documents:</p> <ul style="list-style-type: none"> <li>(a) Internal auditor's scope of works</li> <li>(b) Risk assessments – noted with the following proposed amendments: <ul style="list-style-type: none"> <li>(i) IT and cyber insurance – to be further annotated</li> <li>(ii) Malicious intent – include re anti-virus software</li> <li>(iii) Disaster recovery – to quantify a disaster</li> <li>(iv) Refer back to existing policies and reference the employee handbook</li> </ul> </li> <li>(c) Internal control measures for 2021/22</li> </ul>

	<p>It was <b>Resolved:</b></p> <p>To amend the documents as above and to bring this matter forward to the July Committee meeting for further consideration.</p>
	<b>Other Matters</b>
F & E 068-21	<p><b>Forward Plan</b></p> <p>Committee received and noted the forward plan as presented.</p>
F & E 069-21	<p><b>External Funding Awarded</b></p> <p>Committee noted the external funding awarded to SWTC from Essex County Council which has been used to support the services of Uttlesford Food Bank. Thanks were awarded to those staff who progressed this funding opportunity.</p>
F & E 070-21	<p><b>Urgent Information Items</b></p> <p>There were no matters arising.</p>
F & E 071-21	<p><b>Date and time of Next Meeting</b></p> <p>Next meeting to be held face to face on Monday 19<sup>th</sup> July 2021.</p>

The Chairman closed the meeting at 8.40pm