

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 19th July 2021** at 7.30pm

Present

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

Officers: Lisa Courtney, Town Clerk
Mark Starte and Rachel Thomas, Duty Officers at the Tourist Information Centre

Public: Mr John Moran, in respect of grant application for Royal British Legion

F & E 072-21	<p>Apologies for absence</p> <p>Apologies were received and accepted from Cllrs Coote, Eke, Cllr Fairhurst and Millward</p>
F & E 073-21	<p>To receive any Declarations of Interest</p> <p>Cllr De Vries declared a generic non-pecuniary interest as a District Councillor for Uttlesford District Council.</p> <p>Cllr Gadd declared a generic non-pecuniary interest as County Councillor for Essex County Council.</p>
	<p>With the permission of the Committee, the Chair brought forward agenda items 10 (Grants) and 12 (Tourist Information Centre updates).</p>
F & E 074-21	<p>Grant Applications</p> <p>(a) Hope Community Centre – grant request for £200 (£100 free of charge hire of The Common and £100 for first aid cover) Committee considered the application as presented, it was Resolved:</p> <p>To award the grant of £200 in accordance with the application on the condition that the applicant provides a copy of their safeguarding policy (rather than statement)</p> <p>(b) Royal British Legion – grant request for £882 (free of charge Town Hall hire) Mr John Moran was present and spoke further to the application, noting that the art project was initiated given the inability to host a Remembrance Day parade in 2021. Mr Moran noted that all members of the RBL were volunteers and they would host the art open day in the Town Hall. Discussions ensued around the benefits of hosting the event on just one day (Saturday) and for a longer period rather than over 2 shorter days. It was Resolved:</p>

	<p>To award the grant for free of charge hall hire to cover the cost for hiring on Saturday 16th October; RBL to confirm precise timings with the SWTC Bookings Officer. Mr Moran was content with the revised timings.</p> <p>(c) Boy's Brigade – 1st Saffron Walden Company Committee received with grateful thanks the letter from the Boy's Brigade which thanked the Town Council for a recently awarded grant</p>
F & E 075-21	<p>Tourist Information Centre (TIC)</p> <p>The TIC Officers present spoke further to the report and business plan provided to Committee. Officers informed Committee of new retail lines being explored, which largely included more high-end products as these had proven to be very popular. Officers spoke further to the online work, analytics of sales and engagements on their website and social media noting that a co-ordinated marketing approach was proving invaluable. Cllr De Vries was thanked for his support in working with the TIC in marketing and promotional matters. Cllr De Vries noted the work being undertaken in analysing the demographics of sales using online analytics and this allowed for more targeted sales and marketing.</p> <p>It was noted the dynamics of visitors to the TIC was changing with more families coming, this was perhaps reflective of the changing demographics of the town and also the success of marketing campaigns and focused stock sales.</p> <p>Officers advised of the opportunities being explored with UDC on the marketing and branding of Uttlesford as a whole. Discussions are ongoing with UDC Officers regarding promotional campaigns and it was agreed that updates would be provided to future F & E Committee meetings.</p>
F & E 076-21	<p>Public Speaking Time</p> <p>There were no questions arising.</p>
F & E 077-21	<p>Minutes of the Finance & Establishment Committee 21st June 2021</p> <p>The minutes were accepted as a true and accurate record of that meeting and were signed by the Chairman.</p>
Financial Matters	
F & E 078-21	<p>Expenditure – to be authorised</p> <p>(a) Payment of the accounts received since 21st June 2021 were approved.</p> <p>(b) Payment of accounts for payments already made since 21st June 2021 were approved.</p>
F & E 079-21	<p>Tourist Information Centre</p> <p>The Committee received and noted the profit and loss account for June 2021</p>

F & E 080-21	<p>Monthly Reports</p> <p>Committee received and noted the following monthly reports:</p> <p>(a) Bank reconciliation statement with supporting statements for June 2021</p> <p>(b) Cash Book – showing all income and expenditure for the previous month for June 2021</p> <p>(c) Income report broken down by budget code – year to date including comparison of income year to date against previous years. It was noted that the projected income for 2021/22 had been reduced within the budget in recognition of the impact of covid and that future budgets should reflect the prevailing economic climate at the time (ie they may include a reduction or increase on current budget pending the international situation with covid).</p>
F & E 081-21	<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>
F & E 082-21	<p>LGPS Regulations – Discretionary Policies</p> <p>Committee considered the proposals as recommended for adoption. It was Resolved:</p> <p>To adopt the revised policy as proposed, subject to a few amendments / typos as noted at the meeting.</p>
F & E 083-21	<p>Forward Plan</p> <p>Committee received and noted the forward plan as presented. Noted the “domestic violence policy” should be amended to “domestic abuse policy.</p>
F & E 084-21	<p>Preparation for Year Ending 2021/22</p> <p>Committee reviewed and considered the risk assessments as presented. It was Resolved:</p> <p>To adopt the risk assessments, subject to the following amendments:</p> <p>(a) That any typographical errors are corrected</p> <p>(b) That the business continuity plan should be expanded to include a broader remit</p>
F & E 085-21	<p>Urgent Information Items - There were no matters arising.</p>
F & E 086-21	<p>Date and time of Next Meeting</p> <p>Next meeting to be held on Monday 20th September 2021.</p>

The Chairman closed the meeting at 9.15pm

Signed as a true and accurate record

Minutes of the Finance & Establishment Committee July 2021