

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

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the GARDEN ROOMS at JUBILEE GARDENS on **Monday 20th September 2021** at 7.30pm

Present Councillors: Gadd, Hawke-Smith, Milward, Porch and Toy (chair).

Officers: Georgia Arnold, Office Administrator and Committee Clerk
David Broomfield, Responsible Finance Officer (RFO)

Public: Member of Volunteer Uttlesford and a member of Saffron Walden Round Table (SWRT) who apologised for being late.

F & E 087-21	<p>Apologies for absence</p> <p>Apologies were received and accepted from Cllrs Coote, de Vries, Eke and Fairhurst.</p>
F & E 088-21	<p>To receive any Declarations of Interest</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).</p>
F & E 089-21	<p>Grant Applications</p> <p>a) Volunteer Uttlesford - £300.00</p> <p>Cllr Hawke-Smith declared a generic non-pecuniary interest as he has volunteered with the charity in the past.</p> <p>Cllr Toy welcomed the spokesperson from Volunteer Uttlesford to the committee and thanked her for coming.</p> <p>The spokesperson explained that the charity is funded by grants, donations and volunteers but some costs cannot be avoided. The grant will be used toward their insurance which totals to £324.00.</p> <p>During the coronavirus outbreak they have been volunteering at the vaccine centre, supported residents by picking up prescriptions and helping the food bank. It was noted that they run on volunteers and only two members of staff who have been working overtime.</p> <p>Cllr Toy and committee thanked the spokesperson for attending the meeting and for all of their hard work and efforts pre and post lockdown.</p>

Signed as a true and accurate record

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	<p>Committee unanimously agreed to grant the requested £300.00 and as an exception granted the extra £24.00 as a notion of thanks to cover their insurance costs.</p> <p>b) Saffron Walden Round Table (SWRT) – Fireworks £5,800</p> <p>Committee considered the request and agreed that granting the full amount for fireworks would almost use all of the remaining small grant's budget and we are only 6 months through the year.</p> <p>The SWRT member hopes the fireworks can go ahead as 'normal' providing government guidelines do not change. In the history of the fireworks there has only been one event which made a loss and it usually makes a lot of money for charities.</p> <p>The member asked if SWTC could possibly underwrite the event to mitigate the risk because any losses would be paid for by the Round Table members.</p> <p>Committee gave their sympathies because it is more difficult to plan events in the current climate with the unknown possible changes.</p> <p>Cllrs Porch and Millward said it would be beneficial for SWRT to look at the Saffron Walden united charities website.</p> <p>Committee unanimously agreed that they need to stick to the parameters of their grants procedures and would grant SWRT £300.00 toward the fireworks and free of charge use of the Common to host the event.</p> <p>c) Retrospective Grant Request – SWRT – Summer Event 17/07/2021 - £300.00</p> <p>Cllr Toy noted that the event did make a loss and we have received the Profit and Loss Statement which lists £433.54 as "stuff". Committee agreed further clarification is required.</p> <p>The SWRT member explained that they obviously hoped to make a profit during the summer event but they had extra costs which they were not expecting due to social distancing measures. The loss is covered by the SWRT members which they're trying to reduce by renegotiating the fee for the Common.</p> <p>Committee agreed and Cllr Toy explained that before the £300.00 for the summer event is granted further clarification is required on the profit and loss statement for the £433.54 which is listed as "stuff". Officers are authorised to further process the grant payment upon receipt of this information.</p>
F & E 090-21	<p>Public Speaking Time</p> <p>There were no questions arising.</p>
F & E 091-21	<p>Minutes of the Finance & Establishment Committee July 2021</p> <p>The minutes were accepted as a true and accurate record of that meeting and were signed by the Chairman.</p>

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Financial Matters

F & E 092-21	<p>Expenditure – to be authorised</p> <p>(a) Payment of the accounts received since 19th July 2021 were approved.</p> <p>(b) Payment of accounts for payments already made since 19th July 2021 were approved.</p> <p>The RFO put forward an additional invoice which was agreed by committee to add to the payment run, this invoice was for the Rolling Clones band who played on 18th September 2021 in The Town Hall.</p> <p>It was noted that the purchase of tables and chairs which are being used in the Market Square are proving popular by all ages.</p> <p>The RFO confirmed that Uttlesford are no longer charging rates on the toilets but they are re—evaluating the rates for the cemetery.</p>
F & E 093-21	<p>Tourist Information Centre</p> <p>The Committee received and noted the profit and loss account for August 2021 and were impressed by the increase in profit.</p>
F & E 094-21	<p>Monthly Reports</p> <p>Committee received and noted the following monthly reports:</p> <ul style="list-style-type: none"> (a) Bank reconciliation statement with supporting statements (b) Cash Book – showing all income and expenditure for July and August 2021 (c) Income report broken down by budget code – year to date including comparison of income year to date against previous years. <p>Committee thanked Elaine and Claire for their hard work with the cemetery and bookings as it has not gone unnoticed. The RFO explained the increase in room hire is due to the volume of weddings being booked and bookings are now being made for 2022.</p>
F & E 095-21	<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 096-21	<p>Forward Plan</p> <p>Committee received and noted the forward plan as presented.</p>

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	The RFO reported that we are awaiting quotes for the Town Hall exterior wall refurbishment and Close Gardens.
F & E 097-21	Citizens Advice Bureau Committee noted their work and efforts are of great benefit and the report provided is a helpful to read, a letter of thanks will be passed onto them.
F & E 098-21	Budget Working Group Cllr Millward asked if a timetable of the meetings could be arranged in advance and if a poll could be prepared to see everyone's preferences in days/times or in person/zoom. This was agreed.
F & E 099-21	Urgent Information Items Cllr Toy noted that the Stansted Airport Watch funding request, following the Full Council meeting held on 13 September, minute reference FC 267-21, that we await a grant application form to be submitted. If and when this is received any funding will then be considered. The RFO noted that the following monies have been received/paid: <ul style="list-style-type: none"> - Receipt: The second instalment of the UDC precept funding of £592,467.50. - Paid: The public works loan for the Town Hall works of £6254.30.
F & E 100-21	Date and time of Next Meeting Next meeting to be held on Monday 18 th October 2021 at The Garden Room, Jubilee Gardens.

The Chairman closed the meeting at 8.40pm