

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

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held remotely via the online platform “Zoom” and in accordance with the Coronavirus Act, C 7, Part 1 Local Authority Meetings, Section 78. This Act allows members to be present and attend a meeting without being present in the Council Chamber or together in the same place.

Date of meeting: **Monday 21<sup>st</sup> December 2020** at 7.30pm

**Present (remotely via Zoom)**

Councillors: Eke, Hawke-Smith, Millward, Toy (Chair)

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

Public: Mr Peter Riding, Saffron Walden Initiative re Min Ref F & E 154-20(a)  
Ms Sarah Ellis, Hyperfusion re Min Ref F & E 154-20(b)

F & E 151-20	<p><b>Apologies for absence</b></p> <p>Apologies were received and accepted from Cllrs Asker and Fairhurst</p>
F & E 152-20	<p><b>To receive any Declarations of Interest</b></p> <p>Cllr Eke declared a generic non-pecuniary interest as a District Councillor for Uttlesford District Council</p> <p>Cllr Hawke-Smith declared a non-pecuniary interest in Min Ref F &amp; E 154-20(a) as a member of the Saffron Walden Initiative</p>
F & E 153-20	<p><b>Public Speaking Time</b></p> <p>There were no questions arising from the public</p>
	<p>With the agreement of the Committee, the Chair brought forward agenda items 10 (a) and (b) being the grant applications</p>
F & E 154-20	<p><b>Grant Applications</b></p> <p><b>(a)</b> Saffron Walden Initiative - £213.00 – small grants scheme Committee considered the awarding of a grant of £213.00 for the Saffron Walden Initiative (SWI) being the cost of their public liability insurance. Mr Peter Riding was present and spoke further to the application, noting that the current insurance had been cancelled and had not run for 12 months, thus reducing the premium to £213.00. It was</p> <p><b>Resolved:</b></p> <p>To approve the grant as per details presented for a sum of £213.00</p>

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

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	<p>(b) The Shhh Experience (part of Hyperfusion Theatre Company) £3,376.72 (ex VAT) or £4,052.07 (inc VAT) – hall hire scheme To consider the awarding of a grant for free of charge hall hire for in March 2021 for a theatre production in the Town Hall. Any event would be subject to compliance with Covid-19 rules/regulations and sight of appropriate risk assessments from the theatre company. Ms Sarah Ellis was present and spoke further to the application, she noted that it was unlikely any activity would take place in March 2021 and that a rescheduled date in December 2021 was being considered.</p> <p>Cllr Eke noted funding opportunities available from UDC and agreed to forward details to Sarah Ellis.</p> <p>Committee expressed concerns at the amount of grant requested, being £4,052.07 (inc VAT) against an outstanding budget of £5,381.00. It was</p> <p><b>Resolved:</b></p> <p>(a) To defer the determination of this application until May 2021 allowing Hyperfusion Theatre Company to seek alternative funding streams at which time, the application may be reconsidered (potentially for a reduced sum);</p> <p>(b) That the Committee considers any maximum amount it may wish to grant towards this application</p>
F & E 155-20	<p><b>Minutes of the Finance &amp; Establishment Committee November 2020</b></p> <p>The minutes of the previous Finance &amp; Establishment Committee were accepted as a true and accurate record of the meeting and were signed by the Chairman. The Chairman expressed his sincere thanks to both the Town Clerk and RFO for their hard work in the production of the 2021/22 budget (which was approved at the December Full Council meeting)</p>
<b>Financial Matters</b>	
F & E 156-20	<p><b>Expenditure – to be authorised</b></p> <p>(a) Payment of the accounts received since 16<sup>th</sup> November 2020 were approved.</p> <p>(b) Payment of accounts for (for cheques already issued) since 16<sup>th</sup> November 2020 were approved.</p>
F & E 157-20	<p><b>Tourist Information Centre (TIC) Details</b></p> <p>Committee received and noted the following details:</p> <p>(a) Profit &amp; Loss Account for TIC</p> <p>(b) Monthly report from TIC</p>

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F & E 158-20	<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 November 2020</li> <li>(b) Cash Book – showing all income and expenditure for the previous ended month for November 2020</li> <li>(c) Income report, broken down by budget code – year to date including comparison of income year to date against the previous year for November 2020</li> </ul>
F & E 159-20	<p><b>Committee Hi-Light Reports</b></p> <p>Committee received and noted the Hi-Light reports.</p> <p>Committee noted the rental income received from Nat West Bank and agreed that this should not be simply off set against a reduced overall income but should be set aside in ear marked reserves under asset management</p>
F & E 160-20	<p><b>Internal Auditor's Report</b></p> <p>Committee received and noted the internal auditor's report.</p>
F & E 161-20	<p><b>Funding Streams from UDC</b></p> <p>Committee noted the funding applied for and that determination of the Town Council's applications was awaited</p>
F & E 162-20	<p><b>Forward Plan</b></p> <p>Committee noted the forward plan as proposed, it was</p> <p><b>Resolved:</b></p> <p>To adopt the forward plan as proposed, setting a schedule of works and allowing alternate Committee meetings to be focussed on policy matters. This forward plan to be implemented from January 2021 with the following schedule:</p> <ul style="list-style-type: none"> <li>January 2021: Policy - focussing on a business plan for the TIC</li> <li>February 2021: Business – Review of Covid-19 budget</li> <li>March 2021: Policy – Medium Term Financial Strategy</li> <li>April 2021: Business – including a consideration of draft yearend figures</li> <li>May 2021: Policy – Review of PCSO funding</li> <li>June 2021: Business – to include internal auditor's report</li> </ul> <p>It was noted that a review of the grants process also should be carried out within the next few months</p>

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F & E 163-20	<b>Urgent Information Items</b>  There were no matters arising
F & E 164-20	<b>Date and time of Next Meeting</b>  Next meeting to be held remotely (via Zoom) on Monday 18 <sup>th</sup> January 2021

The Chairman closed the meeting at 8:45pm