

FINANCE & ESTABLISHMENT COMMITTEE

SAFFRON WALDEN TOWN COUNCIL

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the GARDEN ROOMS at JUBILEE GARDENS on **Monday 18th October 2021** at 7.30pm

Present Councillors: Coote, Hawke-Smith and Toy (Chair).

Officers: Lisa Courtney, Town Clerk
David Broomfield, Responsible Finance Officer (RFO)

Public: Mr Brian Ross, Chair of Stansted Airport Watch in support of Stansted Airport grant application
Ms Samantha McReynold in support of The Enterprise East Group CiC

F & E 101-21	<p>Apologies for absence</p> <p>Apologies were received and accepted from Cllrs de Vries, Eke, Gadd, Millward, Fairhurst and Porch</p>
F & E 102-21	<p>To receive any Declarations of Interest</p> <p>Cllr Coote declared a generic non-pecuniary interest as District Councillor for Uttlesford District Council.</p>
	<p>With the permission of the Committee, the Chair brought forward agenda items 10 (Grants).</p>
F & E 103-21	<p>Grant Applications</p> <p>a) Stansted Airport Watch – any amount as the Committee is minded to award</p> <p>Mr Brian Ross, Chair of Stansted Airport Watch was present and spoke further to the grant application. He noted that any amount would be gratefully received, noting the considerable recent costs to the group whilst fighting the Stansted airport expansion. It was unanimously Resolved:</p> <p>To award £500 to Stansted Airport Watch being costs towards their general purpose and aims.</p> <p>b) The Shh Experience – reduced hall hire request</p> <p>The Clerk advised this application has been subsequently withdrawn as the group will instead be taking advantage of the reduced hire cost offered to local amateur dramatic groups (a rate which is not eligible for further grant funding via the grant schemes)</p>

	<p>c) The Enterprise East Group CiC - £300.00 towards Christmas Da lunch for those that would otherwise be alone on Christmas Day.</p> <p>Samantha McReynolds was present (via zoom) and spoke further to the grant application. Committee members were impressed by the work of the Group at Cornell Court, with particular regards to its inclusivity and social intervention in supporting local residents. It was unanimously Resolved:</p> <p>To award a grant of £525.00 (rather than £300) being the total cost of the Christmas meal provision. It was agreed this grant would be awarded from the Resilience Fund, rather than the general grants fund.</p>
F & E 104-21	<p>Public Speaking Time</p> <p>There were no questions arising.</p>
F & E 105-21	<p>Minutes of the Finance & Establishment Committee September 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 106-21	<p>Expenditure – to be authorised</p> <p>(a) Payment of the accounts received since 20th September 2021 were approved. (b) Payment of accounts for payments already made since 20th September 2021 were approved.</p>
F & E 107-21	<p>Tourist Information Centre</p> <p>The Committee received and noted the profit and loss account for September 2021 and were impressed by the increase in profit; thanks were given to all members of the TIC for their innovative and concerted efforts to increase revenue.</p>
F & E 108-21	<p>Monthly Reports</p> <p>Committee received and noted the following monthly reports:</p> <p>(a) Bank reconciliation statement with supporting statements</p> <p>(b) Cash Book – showing all income and expenditure for September 2021</p> <p>(c) Income report broken down by budget code – year to date including comparison of income year to date against previous years.</p>
F & E 109-21	<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 110-21	<p>Budget 2022 – 2023</p> <p>Committee reviewed the draft budget as presented, noting it was commended to the Committee for adoption by the Budget Working Group. Members reviewed the detail of the proposed budget, noting its thanks to the Working Group for a well-defined and balanced budget. It was Resolved:</p> <p>To recommend the draft budget as presented (save for changing the name of the Resilience Fund back to that), to the November Full Council meeting.</p>
F & E 111-21	<p>Verbal Updates on Activities:</p> <p>The Committee received a verbal update from the Chair and Clerk as follows:</p> <ul style="list-style-type: none"> (a) Revised Equality Policy and Grants Policy Cllr Millward and the Clerk are currently reviewing these policies. (b) Domestic Abuse Policy Cllr Toy and the Clerk are currently reviewing this policy <p>Recommendations will be presented to the December F & E Committee meeting</p>
F & E 112-21	<p>Urgent Information Items</p> <p>There were no matters raised.</p>
F & E 113-21	<p>Date and time of Next Meeting</p> <p>Next meeting to be held on Monday 15th November 2021 at The Town Hall, Saffron Walden</p>

The Chairman closed the meeting at 8.30pm