

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

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the GARDEN ROOMS at JUBILEE GARDENS on **Monday 15th November 2021** at 7.30pm

Present Councillors: de Vries (to Min Ref F & E 122-21), Milward, Porch and Toy (Chair).

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

Public: Sue Fishpool, Manager at Accuro

F & E 114-21	<p>Apologies for absence</p> <p>Apologies were received and accepted from Cllrs Coote, Eke, Fairhurst, Gadd and Hawke-Smith.</p>
F & E 115-21	<p>To receive any Declarations of Interest</p> <p>Cllr de Vries declared a generic non-pecuniary interest as District Councillor for Uttlesford District Council.</p> <p>Cllr Porch declared a pecuniary interest in one of the payments for authorisation as it was a reimbursement to him of costs paid out for the Mayor's event in September. He did not participate or vote on any item under Min Ref F & E 117-21.</p>
F & E 116-21	<p>Public Speaking Time</p> <p>There were no questions arising.</p>
F & E 117-21	<p>Minutes of the Finance & Establishment Committee October 2021</p> <p>The minutes were accepted as a true and accurate record of that meeting and were signed by the Chairman.</p> <p>It was noted that the budget for 2022/23 had been approved by Full Council at its meeting on 8th November, and the final budget was subject to confirmation of the current unknown elements, namely: the actual Band D figure for 2022/23 and unspent money at year end and that the final budget (once these details are known) will require final approval by Full Council at a future meeting. This Band D figure will be advised to F & E Committee prior to Full Council (where time allows).</p>
Financial Matters	
F & E 118-21	<p>Expenditure – to be authorised</p> <p>(a) Payment of the accounts received since 18th October 2021 were approved.</p>

Signed as a true and accurate record

Minutes of the Finance & Establishment Committee November 2021

	(b) Payment of accounts for payments already made since 18 th October 2021 were approved.
F & E 119-21	Tourist Information Centre The Committee received and noted the profit and loss account for October 2021.
F & E 120-21	Monthly Reports Committee received and noted the following monthly reports: (a) Bank reconciliation statement with supporting statements (b) Cash Book – showing all income and expenditure for October 2021 (c) Income report broken down by budget code – year to date including comparison of income year to date against previous years.
F & E 121-21	Committee Hi-Light Reports 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). Committee noted the continued need to maximise income streams from Town Council owned assets and services thereby reducing the reliance on the precept. It was Resolved : That a commercial strategy for Town Council assets and services would be prepared for consideration by Committee for Summer 2022. The strategy is to include details of income generation, cost, benefit, social value; effectively creating a detailed financial business plan for future use.
	Cllr de Vries offered his apologies and left the meeting
F & E 122-21	Annual Governance Review (AGAR) Committee approved the AGAR as provided and agreed it should be recommended to Full Council. It was noted that an auditor has been booked for May 2022 which should prevent any delays to the 2021/22-year end return. The RFO was requested to consider a back up plan and process for an alternative internal auditor to ensure no further delays in future year end returns and to report back to a future F & E Committee meeting on plans made.
F & E 123-21	Accuro – Thanks Sue Fishpool, Fund Raising Manager at Accuro was present and updated Committee with the work of the charity over the past few months. She thanked Committee for its generous grant which has helped fund Accuro's stay and play sessions.

Signed as a true and accurate record

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F & E 124-21	<p>Stansted Airport Watch</p> <p>Committee received the letter of thanks.</p>
F & E 125-21	<p>HR Audit</p> <p>Committee were pleased that SWTC have received gold status for its HR process and procedures and congratulated officers.</p>
F & E 126-21	<p>2021/22 Forward Plan</p> <p>Committee approved the forward plan as presented save for the following amendments:</p> <p>(a) Review of final budget for 2022/23 to be moved to December 2021 if the Band D figure is advised in sufficient time.</p> <p>(b) February 2022 – to amend MTFS to “5-year budget review”</p>
F & E 127-21	<p>Urgent Information Items</p> <p>There were no matters raised.</p>
F & E 128-21	<p>Date and time of Next Meeting</p> <p>Next meeting to be held on Monday 13th December 2021 at The Town Hall, Saffron Walden</p>

The Chairman closed the meeting at 8.45pm