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## Agenda

### Finance & Establishment Committee

To Committee Members: Councillors Asker (Chair), Coote, K Eden, S Eden, Fairhurst, Freeman, Hibbs, Perry

You are summoned to attend a MEETING of the FINANCE & ESTABLISHMENT COMMITTEE of SAFFRON WALDEN to be held in the COUNCIL CHAMBER of the TOWN HALL on **Monday 18<sup>th</sup> March 2019** commencing at **7.30pm** to transact the business as set out in the agenda below.

All other Councillors are welcome to attend this meeting but will not be formal members of the committee and will not receive any voting rights. Non-Committee members will not be able to participate in or remain present for any discussions held under Part 2, Confidential Matters

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### Meetings and the Public

Members of the public and press are welcome to attend any of the Council's Full Council or Committee meetings and listen to the debate. All agendas, reports and minutes can be viewed on the Council's website [www.saffronwalden.gov.uk](http://www.saffronwalden.gov.uk). For background papers in relation to this meeting please contact [enquiries@saffronwalden.gov.uk](mailto:enquiries@saffronwalden.gov.uk) or phone 01799 516501

The agenda may be split into two parts. Most of the business will be dealt with in Part I which is open to the public. Part II (if applicable) includes items which may be discussed in the absence of the press or public, as they deal with information which is personal or sensitive for some other reason. The press and public will be asked to leave the meeting before Part II items are discussed.

Members of the public are permitted to ask questions at any of these meetings, with each meeting including an agenda item for questions from the public. Members of the public are not required to register in advance of the meeting but it may be useful if you notify your intention to speak either in advance of or at the meeting. If at the meeting, please approach the Officer present to make yourself known.

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### For information about this meeting please contact the Town Council:

Telephone: 01799 516501

Email: [enquiries@saffronwalden.gov.uk](mailto:enquiries@saffronwalden.gov.uk)

General Enquiries – Saffron Walden Town Council Offices, 11 Emson Close, Saffron Walden, CB10 1HL

Website: [www.saffronwalden.gov.uk](http://www.saffronwalden.gov.uk)

### Recording of meetings

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For details of the Town Council's Privacy Notice, please visit our website: <http://saffronwalden.gov.uk/policies/>



Lisa Courtney, Town Clerk

13<sup>th</sup> March 2019

1	<b>Apologies for absence</b>  To receive apologies and consider requests for approved absence
2	<b>To receive any Declarations of Interest</b>  Members and officers are invited to make any declarations of interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is considered.
3	<b>Public Speaking Time</b>  For the public or Press to ask questions of the Committee on matters relating to the agenda.

4	<p><b>Minutes of the last meeting of the Finance &amp; Establishment Committee</b></p> <p>To verify the Minutes of the Committee meeting held on 18<sup>th</sup> February 2019</p>
<p><b>Financial Matters</b></p>	
5	<p><b>Expenditure – to be authorised</b></p> <p>(a) To approve the payment of the accounts received since 18<sup>th</sup> February 2019. Cheques for these accounts have not yet been authorised, awaiting approval by this meeting.</p> <p>Note that any additional expenditure requiring authorisation may be tabled at the meeting and will only contain details of the additional payments - details as attached</p> <p>(b) To approve the payment of accounts (for cheques already issued) since 18<sup>th</sup> February 2019.</p>
6	<p><b>Tourist Information Centre (TIC) Details</b></p> <p>(a) Profit &amp; Loss Account for TIC as attached  (b) Monthly report from TIC as attached  (c) TIC Shop Sales – details as attached</p>
7	<p><b>Monthly Reports</b></p> <p>To receive and note the following monthly reports:</p> <p>(a) Bank reconciliation statement with supporting statements</p> <p>(b) Cash Book – showing all income and expenditure for the previous ended month for February 2019</p> <p>(c) Payments by Supplier for February 2019</p> <p>(d) Income report, broken down by budget code – year to date including comparison of income year to date against the previous year.</p>
8	<p><b>Committee Hi-Light Reports</b></p> <p>To receive and note the report from the RFO being a highlight report bringing to the attention of Committee any items for specific note or action</p>

9	<p><b>Grant Requests</b></p> <p>Committee to consider the following grant request:</p> <p>Application from Hyperfusion for £1055.05, being the cost of the hire of the hall.</p> <p>Total budget for hall hire for 2018/19 (including balance brought forward from previous year) for 2018/19 being £7,000 Balance remaining: £0.47</p> <p>Total budget for small grants for 2018/2019 being £5,000 Balance remaining: £895.42</p> <p>The budget for 2019/20 is £5,000 for hall hire and £5,000 for small grants.</p>
<b>Establishment Matters</b>	
10	<p><b>Complaints Policy</b></p> <p>Committee to note change to Complaints Procedures Policy page 4 (attached).</p> <p><i>S16 Audit Commission Act 1998 to be replaced by Local Audit and Accountability Act 2014 ss.25-28</i></p>
11	<p><b>Customer Services at banks in Saffron Walden</b></p> <p>Committee to note that following the letter from the Clerk to all banks in Saffron Walden, a letter has been received from HSBC confirming that there are no branch closures planned in the foreseeable future. NO further replies have been received to date from other banking institutes.</p>
12	<p><b>Thanks from member of staff</b></p> <p>Committee to note that the member of staff who recently requested flexible working hours wishes to thank the committee for approving the request and says that this will make a great deal of difference to their work/life balance at this particular time.</p>
13	<p><b>Urgent Information Items</b></p> <p>Any items to verbally report for information only</p>
14	<p><b>Date and time of Next Meeting</b></p> <p>Monday 15<sup>th</sup> April 2019, 7.30pm Council Chamber, Town Hall, Saffron Walden</p>

15	<p><b>Employee Handbook</b></p> <p>To receive and consider the implementation of the employee handbook (one tranche per month) as presented for proposed adoption by Committee. This follows a review of policies by Town Council Officers, all employees and by the Council's HR advisors, Stallard Kane.</p> <p>Policies for review and consideration in March 2019 are:</p> <ul style="list-style-type: none"> <li>• Disciplinary</li> <li>• Electronic information and communication systems</li> <li>• Equal Opportunities</li> <li>• Access to Information</li> <li>• Grievance</li> </ul> <p>Any proposed changes to current employee policies do not seek to change any terms and conditions of employment (either favourably or unfavourably to the employee or employer) but rather to ensure that the Town Council continues to have policies which meet employment legislation (with particular regards to the Equality Act 2010) and HR best practice and guidelines</p>
16	<p><b>Confidential Item – Exclusion of Press and Public (Part II meeting)</b></p> <p>To resolve that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.</p>
17	<p><b>Staff Welfare</b></p> <p>Committee to receive a verbal report and update on staff welfare and health and safety measures.</p>
18	<p><b>Job Evaluation Scheme</b></p> <p>Committee to receive an update on the job evaluation scheme – report as attached</p>