

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

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the COUNCIL CHAMBER of the TOWN HALL on **Monday 18th February 2019** at 7.00pm

Present:

Councillors: K Eden, S Eden, Freeman, Gadd (substitute for Asker), K Eden, S Eden, Fairhurst, Freeman, Hibbs, Perry

Officers: Lisa Courtney Town Clerk

	In the absence of the Committee Chair, Cllr Hibbs (Committee Vice-Chair), chaired the meeting
F & E 492-19	Apologies for absence Apologies were received and accepted from: Cllr Asker. Cllr Gadd was present as substitute for Cllr Asker.
F & E 493-19	To receive any Declarations of Interest Cllrs Fairhurst and Freeman declared generic non-pecuniary interests as Uttlesford District Councillors. Cllr Fairhurst declared a pecuniary interest in the payment of one invoice under Min Ref F & E 469-19 being a payment to his wife's company. The payment of that particular invoice was not specifically discussed as an individual payment item.
F & E 494-19	Public Speaking Time There were no questions arising
F & E 495-19	Minutes of the Finance & Establishment Committee 21st January 2019 The minutes of the previous Finance & Establishment Committee were accepted as a true and accurate record of the meeting and were signed by the Chairman.
Financial Matters	
F & E 496-19	Expenditure – to be authorised Committee approved payment of accounts as per details attached to the agenda

Signed as a true and accurate record

Minutes of the Finance & Establishment Committee 18th February 2019

	<p>(a) Of accounts received since 21st January 2019. Cheques for these accounts had not yet been authorised, awaiting approval by this meeting.</p> <p>During consideration of this item, Cllr Fairhurst became aware that there was an invoice due for payment to his wife's company and declared a pecuniary interest; Cllr Fairhurst moved to leave the room (in accordance with the Town Council's Code of Conduct adopted January 2019), but before he was able to leave, Committee had already approved payment of all invoices due. Cllr Fairhurst did not participate in discussion or voting on this matter having declared a pecuniary interest.</p> <p>(b) Approved the payment of accounts (for cheques already issued) since 21st January 2019.</p>
F & E 497-19	<p>Tourist Information Centre (TIC) Details</p> <p>Committee noted:</p> <p>(a) Profit & Loss Account for TIC (b) Monthly report from TIC (with special note to coach party bookings) (c) TIC Shop Sales</p>
F & E 498-19	<p>Monthly Reports</p> <p>Committee received and noted the following monthly reports:</p> <p>(a) Bank reconciliation statement with supporting statements (b) Cash Book – showing all income and expenditure for the previous ended month for January 2019 (c) Payments by Supplier for January 2019 (d) Income report, broken down by budget code – year to date including comparison of income year to date against the previous year.</p> <p>A query was raised regarding the removal of Christmas lights from the trees, noting that pruning of the trees had been undertaken but lights had not been removed. Officers were requested to clarify that payment had not been made for the removal of lights when none had not seemingly been removed.</p>
F & E 499-19	<p>Committee Hi-Light Reports</p> <p>Committee received and noted the report from the RFO.</p>
F & E 500-19	<p>Grant Requests</p> <p>Committee to considered the following grant requests:</p>

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	<p>a) Grant request for £300 from Theatre Unboxed being a contribution towards rehearsals and performance of an international theatre festival.</p> <p>It was Resolved to agree this grant in accordance with details as per the grant application.</p> <p>b) Grant request for £300 from Saffron Walden Initiative for the annual dance in the square; contribution towards the cost of the event. The Town Council has previously awarded free of charge town hall hire for this event (chargeable cost of £1,500)</p> <p>It was Resolved to agree this grant in accordance with details as per the grant application.</p>
<p>F & E 501-19</p>	<p>Uttlesford Citizens Advice Bureau</p> <p>Committee noted the quarterly report from Uttlesford Citizens Advice Bureau.</p>
<p>F & E 502-19</p>	<p>Annual Risk Assessments and Internal Controls for year ending 2018/19</p> <p>Committee reviewed and noted the following documents as part of the year end procedures and to ensure continuance of good governance and accountability:</p> <p>a) Risk Assessment and procedures b) Internal Control and monitoring document c) Internal audit corporate governance review d) Internal audit plan review</p> <p>It was Resolved</p> <p>(a) To approve and accept the Risk Assessment with the following agreed amendment:</p> <ul style="list-style-type: none"> • That the risk assessment includes a process and mitigating action to protect the Council against payment of invoices which may show fraudulent bank account details. <p>(b) To approve and accept the Internal Control and Monitoring Document as presented</p> <p>(c) To approve and accept the Internal Audit Corporate Governance Review with the following agreed amendment:</p> <ul style="list-style-type: none"> • That the review is amended for an internal auditor's visit every six months (rather than quarterly as quoted) <p>(d) To approve and accept the Internal Audit Plan Review as presented</p>

	(e) To request the internal auditor to attend a future F & E Committee meeting so that Councillors may have the opportunity of meeting her. This should be arranged for a meeting where the next internal auditor's report is considered.
F & E 503-19	Urgent Information Items No matters were raised
F & E 504-19	Date and time of Next Meeting Monday 18 th March 2019, 7.30pm Council Chamber, Town Hall, Saffron Walden
Establishment Matters	
F & E 505-19	Employee Handbook Committee considered the proposed Data Protection and Data Retention policies as presented. It was Resolved: To adopt the policies following amendments to some typographical changes as noted
F & E 506-19	Confidential Item – Exclusion of Press and Public (Part II meeting) It was Resolved 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.
F & E 507-19	Request for Flexible Working Hours from an Employee Committee considered the request and report as presented, taking reference to the Town Council's policy on flexible working hours. It was Resolved: To grant the employee flexible working for a six-month period (as requested) commencing approximately May 2019 and that the Town Clerk be delegated with the implementation of this matter. Further that the Town Clerk be authorised to appoint a further member of staff on a temporary basis in line with the recommendations as presented to Committee. Committee noted and approved the projected financial costings as presented.

The Chairman closed the meeting at 8.15pm