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Agenda

Finance & Establishment Committee

To Committee Members: Councillors A Coote, S Coote, Eke, Fairhurst, Freeman, Hawke-Smith, Millward, Porch and Toy

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 20th May 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

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. For background papers in relation to this meeting please contact 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

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

Website: www.saffronwalden.gov.uk

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Lisa Courtney, Town Clerk

15th May 2019

1 A	Election of Committee Chair Committee to elect Committee Chair for 2019/20
1 B	Election of Committee Deputy Chair Committee to elect Committee Deputy Chair for 2019/20
1 C	Apologies for absence To receive apologies and consider requests for approved absence
2	To receive any Declarations of Interest 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	<p>Public Speaking Time</p> <p>For the public or Press to ask questions of the Committee on matters relating to the agenda.</p>
	<p>Financial Matters</p>
4	<p>Expenditure – to be authorised</p> <p>(a) To approve the payment of the accounts received since 15th April 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 15th April 2019.</p>
5	<p>Tourist Information Centre (TIC) Details</p> <p>(a) Profit & Loss Account for TIC as attached (b) Monthly report from TIC as attached (c) TIC Shop Sales – details as attached</p>
6	<p>Monthly Reports</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 April 2019</p> <p>(c) Payments by Supplier for April 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>
7	<p>Internal Audit</p> <p>Committee to note the internal audit for the YE 31 March 2019 as attached.</p> <p>Two recommendations are brought forward for Committee’s attention being items:</p>

	<p>(12) noting that the completed, externally audited Annual Return for 2018/19 should have been presented to Full Council. This is noted and will be fully complied with for the 2019/20 Annual Return;</p> <p>(17) regarding the stock taking at the Tourist Information Centre and the need for succession planning. This is noted and additional TIC staff will be trained in the completion of the year end stock taking process to ensure a continuity of service.</p>
8	<p>Annual Governance and Accountability Return 2018-2019 (Annual Return)</p> <p>To receive a copy of the year end return for recommendation to Full Council</p> <p>The internal auditor has signed off the Annual Internal Audit Report and has approved the accounts and practices and brings no matters forward for consideration or recommendation to Council.</p> <p>The following documents are attached for reconciliation and verification of the annual return for year ended 31st March 2019.</p> <ol style="list-style-type: none"> 1. Annual Governance Statement 2018/19 with detailed explanations. Council is requested to specifically give consideration to Section1 being the Annual Governance Statement 2. Working details for annual return 3. Bank reconciliation pro-forma 4. Bank statements 5. Reconciliation document 6. Variances explanation 7. Balance sheet 8. Detailed Income and Expenditure Accounts 9. Proposed dates for the period of exercise of public rights
9	<p>Committee Hi-Light Reports</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>
10	<p>Committee Hi-Light Report for Ear-Marked Reserves</p> <p>Committee to receive hi-light report for ear-marked reserves as attached</p>
11	<p>Revised Budget</p> <p>Committee to note revised budget for 2019/20 including monies brought forward from 2018/19. At the April Committee meeting, Committee approved those sums of unspent monies to be carried forward from the 2018/19 budget and this budget is therefore presented as a confirmed, final budget for 2019/20.</p>

12	<p>Money Placed on Long Term Deposit</p> <p>Committee to note the following regarding money placed on long term deposit:</p> <p>£250,000 placed for one month, maturing 15th May 2019, to be rolled over for another month.</p> <p>£500,000 placed for six months, maturing 23rd October 2019, to be reviewed at that date</p> <p>All money has been placed in accordance with the Council's investment policy</p>
13	<p>Precept Receipt</p> <p>Committee to note that the first precept payment of £551,741.00 was received inot the Town Council's account from UDC on 15th April</p>
14	<p>Grant Requests</p> <p>Committee to consider the following grant request:</p> <p>(a) Saffron Players for £2000 for hall hire.</p> <p>Notes: Venue hire budget for 2019/20 is £5,000 Balance remaining: £4020.80</p> <p>Small grants budget for 2019/20 is £5,000 Balance remaining: £5,000</p> <p>(b) Committee to note that the Rotary club no longer require the grant approved in April for £812.47. The budget remaining figure above reflects this adjustment.</p>
15	<p>Urgent Information Items</p> <p>Any items to verbally report for information only</p>
16	<p>Date and time of Next Meeting</p> <p>Monday 17th June 2019, 7.30pm Council Chamber, Town Hall, Saffron Walden</p>