

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

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held remotely via the online platform “Zoom” and in accordance with the Coronavirus Act, C 7, Part 1 Local Authority Meetings, Section 78. This Act allows members to be present and attend a meeting without being present in the Council Chamber or together in the same place.

Date of meeting: **Monday 20th July 2020** at 7.30pm

Present (remotely via Zoom)

Councillors: Asker, De Vries, Eke, Fairhurst, Hawke-Smith, Millward, Porch, Toy

Officers: Lisa Courtney, Town Clerk,
David Broomfield, Responsible Financial Officer,
Mark Starte, Rachel Thomas – Duty Managers at the Tourist Information Centre (TIC)

F & E 088-20	Apologies for absence Apologies were received and accepted from Cllr S Coote
F & E 089-20	To receive any Declarations of Interest Cllrs Asker, De Vries, Eke and Fairhurst declared generic non-pecuniary interests as District Councillors for Uttlesford District Council
F & E 090-20	Public Speaking Time There were no questions arising from the public
F & E 091-20	Minutes of the Finance & Establishment Committee June 2020 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 092-20	Expenditure – to be authorised (a) Payment of the accounts received since 15 th June 2020 were approved. (b) Payment of accounts for (for cheques already issued) since 15 th June 2020 were approved.
F & E 093-20	Tourist Information Centre (TIC) Details Committee received and noted the following details:

Signed as a true and accurate record

Minutes of the Finance & Establishment Committee July 2020

	<p>(a) Profit & Loss Account for TIC (b) Monthly report from TIC (c) Profit Enhancement Plan</p> <p>Officers from the TIC were present to speak further to the profit enhancement plan updated Committee on the following:</p> <p>(i) Saffron Ice cream to be sold from the TIC (ii) The purchase of a new island unit to display stock (iii) Telephone sales of tickets for Saffron Screen were imminent (iv) Provision of laminating service</p> <p>Cllr De Vries provided a resume of the discussions to date on the profit enhancement plan, noting the need to create a branding. It was</p> <p>Resolved:</p> <p>That the Working Group (Cllrs De Vries, Fairhurst and TIC staff) to progress further and present a draft business plan to the October F & E Committee meeting. It was further noted that Government had issued the Business and Planning Bill for the introduction of tables and chairs and that the TIC could consider an application in this respect.</p>
F & E 094-20	<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 the previous ended month for June 2020</p> <p>(c) Income report, broken down by budget code – year to date including comparison of income year to date against the previous year.</p>
F & E 095-20	<p>Committee Hi-Light Reports</p> <p>Committee received and noted the Hi-Light reports.</p>
F & E 096-20	<p>Projected Income and Expenditure 2020/21 in light of Covid-19</p> <p>The RFO presented the projected figures, noting that the Town Council anticipated an overall loss in income of approximately £50,000 for the current financial year. It was further noted that some of this loss could be recouped via a reduced spend during the year.</p> <p>It was Resolved:</p> <p>(a) To note the projected figures as presented. Committee was keen to continue investing in the Town Council's assets and the local economy and did not favour a</p>

	<p>reduction or cessation of budgeted spend but noted the opportunities to be explored for additional income streams. Agreed that a future revision would be presented to the October F & E Committee meeting</p> <p>(b) To note that a draft budget for 2021/22 is being reviewed which will focus on Town Council priorities, cost savings and opportunities to increase income streams.</p> <p>(c) That any draft budget for 2021/22 will be presented to Committee in accordance with any agreed timetable (for determination at the September meeting)</p> <p>(d) To note that the mid-year settlement from UDC / Central Government is currently unknown and any reduced settlement for this year would bring the current budget into further deficit.</p> <p>(e) To request the A & S Committee to reconsider its position on the payment of market rent from traders (as per Min Ref A & S 065-20).</p>
F & E 097-20	<p>Annual Risk Assessments and Internal Controls for year ending 2020/21</p> <p>Committee reviewed and considered the documents as presented. It was</p> <p>Resolved:</p> <p>To adopt the documents as presented and that they be used for the year end return in 2020/21</p>
F & E 098-20	<p>Internal Audit</p> <p>It was Resolved:</p> <p>(a) To adopt the audit plan and scope of works for the internal auditor as per details presented</p> <p>(b) To appoint Mrs V Waples as the Town Council's internal auditor for 2020/21</p>
F & E 099-20	<p>Crisis Fund</p> <p>Committee noted details of the approved grants to the Crisis Fund as detailed on the agenda</p>
F & E 100-20	<p>Urgent Information Items</p> <p>There were no matters arising</p>
F & E 101-20	<p>Date and time of Next Meeting</p> <p>Next meeting to be held remotely (via Zoom) on Monday 21st September 2020</p>

F & E 102-20	Confidential Item 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 103-20	Job Evaluation Scheme Committee considered the report as presented; it was Resolved: To adopt the recommendations as proposed within the report with immediate effect.

The Chairman closed the meeting at 9.20pm