

**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 18<sup>th</sup> January 2021** at 7.30pm

**Present (remotely via Zoom)**

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

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

Public: Sue Fishpool, Accuro in respect of Min Ref F & E 004-21  
Louise Dunderdale, SW Reporter

F & E 001-21	<b>Apologies for absence</b>  All Members present
F & E 002-21	<b>To receive any Declarations of Interest</b>  Cllrs Asker, De Vries, Eke and Fairhurst declared a generic non-pecuniary interests as District Councillors for Uttlesford District Council
F & E 003-21	<b>Public Speaking Time</b>  There were no questions arising from the public
	With the agreement of the Committee, the Chair brought forward agenda items 8 (grant application from Accuro) and 9 (TIC details and reports)
F & E 004-21	<b>Grant Applications</b>  <b>Accuro – application for £600 towards “stay and play” sessions aimed at disabled children, young people and their carers</b>  Sue Fishpool, Fundraising Manager for Accuro was present and spoke further to the application, providing details of proposed start dates, locations and services. The Chair commended Sue on the quality of the application and presentation. All Members noted the value of such a proposed service and agreed that whilst the small grants scheme is ordinarily paid to a maximum of £300 per application, Committee was content to grant £600 as requested for such a worthy project. It was

Signed as a true and accurate record .....

Minutes of the Finance & Establishment Committee January 2021

	<p><b>Resolved:</b></p> <p>To approve the grant as per details presented for a sum of £600.00 (Officers to review the most appropriate mechanism for payment of this grant)</p>
F & E 005-21	<p><b>Tourist Information Centre Details</b></p> <p>Committee considered all reports as presented and commended Cllrs Fairhurst and De Vries for their report which sought to identify strategic growth and development opportunities. The report focussed on the need to brand Saffron Walden and all agreed this was essential in terms of establishing the TIC as both a retail and community function for visitors and residents. The Committee supported the thrust of options and opportunities given within the report, noting that specific, tangible elements should be incorporated into the existing business plan.</p> <p>Committee commended the TIC staff for their comprehensive reports as presented, in particular the business plan which was specific, measured and included consideration of risk factors. Committee acknowledged and thanked the TIC staff for their continued efforts and contribution to the Town Council, and especially for the continued support to the community during these difficult times. Committee noted the significant income from December 2020 and praised TIC staff for their efforts in achieving such impressive retail sales, this in spite of national and local lockdowns.</p> <p>Committee further considered the opportunities in any joint working with UDC and noted that details had been presented to UDC Officers for consideration and a response was awaited. Cllr Eke suggested the SW TIC website be promoted on the UDC site.</p> <p>It was <b>Resolved:</b></p> <ul style="list-style-type: none"> <li>(a) To receive and note with thanks all reports as presented</li> <li>(b) That the recommendations made within the report from Cllrs De Vries and Fairhurst be converted into tangible outcomes and included into the existing business plan</li> <li>(c) That the opportunities in joint working with UDC be further progressed</li> <li>(d) That this matter comes back to Committee for consideration in 3-4 months' time for an update on progress</li> </ul>
F & E 006-21	<p><b>Minutes of the Finance &amp; Establishment Committee December 2020</b></p> <p>The minutes of the previous Finance &amp; Establishment Committee were accepted as a true and accurate record of the meeting and were signed by the Chairman.</p>
<b>Financial Matters</b>	
F & E 007-21	<p><b>Expenditure – to be authorised</b></p> <ul style="list-style-type: none"> <li>(a) Payment of the accounts received since 21<sup>st</sup> December 2020 were approved.</li> <li>(b) Payment of accounts for (for cheques already issued) since 21<sup>st</sup> December 2020 were approved.</li> </ul>

F & E 008-21	<p><b>Monthly Reports</b></p> <p>Committee received and noted the following monthly reports:</p> <p>(a) Bank reconciliation statement with supporting statements for December 2020</p> <p>(b) Cash Book – showing all income and expenditure for the previous ended month for December 2020</p>
F & E 009-21	<p><b>Year End Return (AGAR)</b></p> <p>Committee received and noted the Year End report which is commended to Full Council for adoption (to be carried forward to the February Full Council meeting). The RFO noted the query raised by the external auditor regarding the dates and confirmed that the dates for the exercise of public rights was met although the date on the AGAR had been incorrectly completed (by 1 day).</p>
F & E 010-21	<p><b>Urgent Information Items</b></p> <p>There were no matters arising, but it was noted that the schedule for the Forward Plan should be included on all future agendas</p>
F & E 011-21	<p><b>Date and time of Next Meeting</b></p> <p>Next meeting to be held remotely (via Zoom) on Monday 15<sup>th</sup> February 2021</p>

The Chairman closed the meeting at 8:45pm