

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 16th March 2020** at 7.30pm

Present:

Councillors: Eke (Chair), Freeman, Hawke-Smith

Officers: Lisa Courtney, Town Clerk and David Broomfield, Responsible Financial Officer

Members of Public: Representatives in support of grant applications being:
Laura Thomas, representative for Theatre Unboxed

F & E 030-20	<p>Apologies for absence</p> <p>Apologies were received and accepted from: Cllrs A Coote, S Coote, Fairhurst, Millward, Porch and Toy</p>
F & E 031-20	<p>To receive any Declarations of Interest</p> <p>Cllrs Eke and Freeman declared generic non-pecuniary interests as District Councillors for Uttlesford District Council</p>
F & E 032-20	<p>Public Speaking Time</p> <p>There was none, other than that in support of the grant applications (as noted below).</p>
	<p>With the permission of the Committee, the Chair brought forward agenda item 9</p>
F & E 033-20	<p>Grant Applications</p> <p>(a) £152.49 requested from Theatre Unboxed towards Town Hall hire</p> <p>Laura Thomas spoke further to the grant application. It was</p> <p>Resolved:</p> <p>To award a grant of £152.49 payable within the 2019/20 budget towards hall hire as per the grant application.</p>
F & E 034-20	<p>Minutes of the Finance & Establishment Committee 17th February 2020</p> <p>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</p>

Signed as a true and accurate record
Minutes of the Finance & Establishment Committee March 2020

Financial Matters	
F & E 035-20	<p>Expenditure – to be authorised</p> <p>(a) Payment of the accounts received since 17th February 2020 were approved. (b) Payment of accounts for (for cheques already issued) since 17th February 2020 were approved.</p>
F & E 036-20	<p>Tourist Information Centre (TIC) Details</p> <p>Committee received and noted the following details:</p> <ul style="list-style-type: none"> (a) Profit & Loss Account for TIC (b) Monthly report from TIC received with thanks to the TIC Team (c) TIC Shop Sales (d) TIC footfall statistics <p>It was Resolved:</p> <p>To request the RFO to present a report to a future Committee meeting providing details of the base-line expenditure for the TIC in order for Committee to evaluate the expenditure against an anticipated reduced income for 2020/21, in recognition of the impact of the Coronavirus</p>
F & E 037-20	<p>Monthly Reports</p> <p>Committee received and noted the following monthly reports:</p> <ul style="list-style-type: none"> (a) Bank reconciliation statement with supporting statements. (b) Cash Book – showing all income and expenditure for the previous ended month for February 2020 (c) Payments by Supplier for February 2020 (d) Income report, broken down by budget code – year to date including comparison of income year to date against the previous year.
F & E 038-20	<p>Committee Hi-Light Reports</p> <p>Committee received and noted the Hi-Light reports.</p>
Establishment / Non-Finance Matters	
F & E 039-20	<p>Policy on Complaints, Compliments and Comments</p> <p>Committee reviewed the policy and adopted it for a further year with the proviso that an addition be made referring this policy to the Town Council's Vexatious Policy</p>

F & E 040-20	<p>Equal Opportunities Policy</p> <p>Committee received and readopted the policy as presented with no proposed changes or amendments</p>
F & E 041-20	<p>Town Clerk's Update regarding studies on the Community Governance Degree</p> <p>The Town Clerk provided a verbal update on her studies, she is currently in year 3/6. Modules covered to date include:</p> <p>Law and Procedures, Managing People, Community Engagement, Community Governance, Planning, Reflective Practice, Finance, Political Systems, Sustainable Communities</p> <p>The Clerk advised she had been awarded the "Wendy Mayo" Prize for an assignment on planning policies and procedures. It was noted that a number of new working practices or initiatives have been introduced to the Town Council as a direct result of this learning.</p>
F & E 042-20	<p>Urgent Information Items</p> <p>Committee expressed its thanks and recognition to all workers and volunteers in Saffron Walden who are supporting others during these difficult times with the impact of Coronavirus.</p> <p>The Clerk noted that further details were awaited regarding future Council business / hosting of meetings / procedures etc and these would be advised to Council once these details were known. Committee acknowledged the need to fully comply with emerging legislation and would be led by this as it evolved.</p>
F & E 043-20	<p>Date and time of Next Meeting</p> <p>Monday 20th April 2020, 7.30pm in the Council Chamber, Town Hall, Saffron Walden.</p>

The Chairman closed the meeting at 8.25pm