

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 April 2020** at 7.30pm

Present (remotely via Zoom)

Councillors: Eke (Chair), Fairhurst, Freeman, Hawke-Smith, Millward, Porch, Toy

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

Members of Public: None present

F & E 044-20	<p>Apologies for absence</p> <p>Apologies were received and accepted from: Cllrs A Coote and S Coote</p>
F & E 045-20	<p>To receive any Declarations of Interest</p> <p>Cllrs Eke, Fairhurst and Freeman declared generic non-pecuniary interests as District Councillors for Uttlesford District Council</p> <p>Cllr Fairhurst further declared a pecuniary interest in Min Ref F & E 048-20 as his wife is a Director of The House of Saffron being a creditor for approval on the payment schedule. Cllr Fairhurst did not participate in the approval of the associated invoices for payment.</p>
F & E 046-20	<p>Public Speaking Time</p> <p>There was none</p>
F & E 047-20	<p>Minutes of the Finance & Establishment Committee 16th March 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>
Financial Matters	
F & E 048-20	<p>Expenditure – to be authorised</p> <p>(a) Payment of the accounts received since 16th March 2020 were approved.</p> <p>(b) Payment of accounts for (for cheques already issued) since 16th March 2020 were approved.</p>

Signed as a true and accurate record

Minutes of the Finance & Establishment Committee April 2020

F & E 049-20	<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. Committee Members enquired if the TIC website could contain a link to the Saffron Walden Business Directory; Town Clerk to review this possibility with the TIC (c) TIC Shop Sales (d) TIC footfall statistics
F & E 050-20	<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 March 2020 (c) Payments by Supplier for March 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 051-20	<p>Committee Hi-Light Reports</p> <p>Committee received and noted the Hi-Light reports.</p>
F & E 052-20	<p>Proposed Carry Forward Figures / Budget for 2020/21</p> <p>It was Resolved:</p> <p>To approve the carry forward figures as proposed (this matter concluded in conjunction with considerations of Min Ref 054-20)</p>
F & E 053-20	<p>Year End Income Graphs</p> <p>Committee received and noted figures with thanks as presented</p>
F & E 054-20	<p>Projected Income and Expenditure 2020/21 in light of Covid-19</p> <p>The RFO presented the revised figures and detailed the rationale of some of the revisions. Committee received and noted the details with thanks. It was</p> <p>Resolved:</p> <p>That the RFO present further projections to the May 2020 Committee meeting which provide estimates based on low / medium / high risk outcomes and impact of Coronavirus</p>

	<p>on the Town Council. Members were concerned there were a number of variables and un-known quantities and that whilst the projections presented were very helpful, there needed to be further consideration of varying risk levels.</p> <p>Cllrs Millward and Toy noted their experience in the production of this type of scenario projection and offered further support to the RFO in his completion of this work for the May Committee meeting.</p>
F & E 055-20	<p>Year End Accounts - Timetable of Events</p> <p>Resolved:</p> <p>To receive and approve the timetable of events as proposed.</p>
F & E 056-20	<p>Grants / Rate Relief - The Town Council's Eligibility to Claim</p> <p>Committee noted the Town Council may be eligible for:</p> <ul style="list-style-type: none"> • Small business grant • Retail, hotel and leisure grant • Rates relief <p>The RFO advised that applications have been submitted under funding / grants issued under the Coronavirus Act 2020 and the outcome of these applications was awaited.</p>
F & E 057-20	<p>Grants</p> <p>(a) Application from Uttlesford School Sport Partnership - for any sum of money</p> <p>Resolved:</p> <p>To defer this application until May 2020 and to request the applicant to attend the next meeting in support of the grant request</p> <p>(b) Request from Accurro to repurpose a previously awarded grant (being £100 towards staging / lighting and £500 towards the cost of hiring BEG)</p> <p>Resolved:</p> <p>To defer this application and to request the applicant to resubmit a new grant form given the original provision and that now requested are quite different activities and warranted a new application</p> <p>(c) Cllr Porch referred to the excess grant monies from 2019/2020 which Committee had just approved for virement to the new grant allocation for 2020/21. He requested that consideration be given to an emergency grant of £1,800 from this fund to the Uttlesford Food Bank in recognition of the significant increased demand on their services. Members were supportive of this suggestion and recognised that</p>

	<p>whilst this was not a specific agenda item, it could be approved under delegated authority of the Town Clerk for progression. It was</p> <p>Resolved:</p> <p>To request the Town Clerk to exert delegated powers under LGA 1972, s 101 (1) (a) allowing the grant to be made to the Uttlesford Food Bank, further noting that this grant remained within the limits of the allocated grant budget.</p> <p>(d) Cllr Porch further raised the query of other charities who may be in need of emergency / crisis funding. It was</p> <p>Resolved:</p> <p>(i) That the Town Clerk continues to act under delegated powers to award any such emergency grant as deemed appropriate, having due regard to the budget allocation and</p> <p>(ii) That a proposed policy be presented to the May Committee meeting, detailing proposals and funding details for a crisis emergency grant - the premise being that any such grants would not require approval by this Committee and that the Town Clerk may continue to act under delegated authority and award grants as appropriate, under the protocols of any future policy. It was noted that the allocated budget for inflationary increases could be used to fund any such grant allocations.</p>
	Establishment / Non-Finance Matters
F & E 058-20	<p>Update on Town Council Staff Activities and Welfare</p> <p>The Town Clerk updated Committee on the work of office, TIC and Operational staff since the Covid-19 lockdown. The Clerk reported on the many and varied activities and support being offered and progressed by staff and commended all staff for their continued diligence, compassion and support for residents, Councillors and one another. The Clerk noted that many staff members had excelled during these difficult times and wished Committee to note the determined efforts to support the community. The Committee supported the praise of the Town Clerk and equally added their praise and support to all staff members.</p>
F & E 059-20	Urgent Information Items - There were no matters arising
F & E 060-20	<p>Date and time of Next Meeting</p> <p>Annual Meeting to be held remotely (via Zoom) on Monday 11th May 2020 - at this meeting the schedule for future Committee and Council meetings will be determined.</p>

The Chairman closed the meeting at 9.20pm