

**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> May 2020** at 7.30pm

**Present (remotely via Zoom)**

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

Officers: Chloë Fiddy (substituting for Town clerk), David Broomfield,  
Responsible Financial Officer

Members of Public: Jackie Coleman, Cllr Asker, Terry Frostick

F & E 061-20	<b>Apologies for absence</b>  Apologies were received and accepted from: Cllrs A Coote, S Coote, Freeman and Millward.
F & E 062-20	<b>To receive any Declarations of Interest</b>  Cllrs Eke, Fairhurst and Freeman declared generic non-pecuniary interests as District Councillors for Uttlesford District Council
F & E 063-20	<b>Public Speaking Time</b>  It was agreed that Item 11 would be brought forward after the minutes of the previous meeting were agreed.
F & E 064-20	<b>Minutes of the Finance &amp; Establishment Committee April 2020</b>  Subject to an amendment to note that Cllrs Fairhurst and Toy had proposed the establishment of a crisis fund, 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
<b>Financial Matters</b>	
F & E 065-20	<b>Grant Applications</b>  (a) Committee received details from Jackie Coleman on the grant application from Uttlesford School Sport Partnership. Cllrs Requested further details on how many children from Saffron Walden would benefit from the scheme and further details on the insurance policies in place for the scheme. It was <b>Resolved</b> to grant £300 towards the scheme.

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

Minutes of the Finance & Establishment Committee May 2020

	(b) Committee noted that a revised application from Accurro is awaited.
F & E 066-20	<p><b>Expenditure – to be authorised</b></p> <p>(a) Payment of the accounts received since 20th April 2020 were approved.</p> <p>(b) Payment of accounts for (for cheques already issued) since 20<sup>th</sup> April 2020 were approved.</p>
F & E 067-20	<p><b>Tourist Information Centre (TIC) Details</b></p> <p>Committee received and noted the following details:</p> <p>(a) Profit &amp; Loss Account for TIC (b) Monthly report from TIC</p> <p>Committee asked whether the shop could sell online and it was <b>Resolved</b> that a report would be brought to a future committee to consider the set-up costs and implications of this proposal.</p>
F & E 068-20	<p><b>Monthly Reports</b></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 April 2020</p> <p>(c) Payments by Supplier for April 2020</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>
F & E 069-20	<p><b>Committee Hi-Light Reports</b></p> <p>Committee received and noted the Hi-Light reports.</p>
F & E 070-20	<p><b>Projected Income and Expenditure 2020/21 in light of Covid-19</b></p> <p>Committee received a projection of revised income and expenditure for 2020/21; accounting for reduced income and expenditure as a result of the Coronavirus.</p> <p>Cllr Fairhurst commended the RFO for prudent financial management, which has resulted in the Town Council being as well prepared as possible for unexpected events such as the current pandemic.</p>

	<p>Cllr Porch asked whether there was a risk that UDC might not pay over the second tranche of the precept in its entirety and the RFO responded that this was unknown and would be deprecated.</p> <p>It was <b>Resolved</b> that the Chair would follow up with UDC and that the projection of Income and Expenditure 2020/21 in light of Covid-19 would be updated for the next meeting as an ongoing item.</p>
F & E 071-20	<p><b>Grants / Rate Relief – the Town Council’s eligibility to claim</b></p> <p>Committee received a written report and verbal update from the RFO regarding the Town Council’s eligibility and applications for small business grant, retail hotel and leisure grants and rates relief. Committee noted that no response had been forthcoming.</p> <p>It was <b>Resolved:</b> that Cllr Eke would contact UDC to ask for an update on these applications and the question on the precept as noted in Item 9 / F&amp;E 070-20.</p>
F & E 072-20	<p><b>Establishment of an Emergency / Crisis Fund</b></p> <p>Committee considered a report and practicalities around delivering an emergency/crisis fund. It was suggested that it could be delivered with support from local organisations which already deal with and understand emergency /crisis situations on a day to day basis, for example Citizens Advice.</p> <p>It was <b>Resolved:</b> that a flexible approach would be critical as the requests were expected to be emergencies, and that Cllrs Toy, Fairhurst and Hawke-Smith would work with the RFO to set out the terms of the fund.</p>
<b>Establishment / Non-Finance Matters</b>	
F & E 073-20	<b>Urgent Information Items</b> - There were no matters arising
F & E 074-20	<b>Date and time of Next Meeting</b>
	Next meeting to be held remotely (via Zoom) on Monday 15 <sup>th</sup> June 2020.

The Chairman closed the meeting at 9.00pm