

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

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the Town Hall Saffron Walden on Monday 21st February 2022 at 7.30pm

Present Councillors: Gadd, Millward, Porch and Toy (Chair).

Officers: Lisa Courtney, Town Clerk
David Broomfield, Responsible Finance Officer (RFO)

Public: Representative of Saffron Walden Initiative, regarding Min Ref F & E 023-22
Representatives of Theatre Unboxed, regarding Min Ref F & E 024-22

F & E 018-22	Apologies for absence Apologies were received and accepted from Cllrs Coote, de Vries, Eke, Fairhurst and Hawke-Smith.
F & E 019-22	To receive any Declarations of Interest Cllr Gadd declared a generic non-pecuniary interest as County Councillor for Essex County Council and as a member of the Saffron Walden Initiative for Min Ref F & E 024-22 Cllr Porch declared a non-pecuniary interest in Min Ref F & E 025-22 as Chair of the Youth Initiative Working Group (a group which works with SWTC in administering funding for youth projects).
F&E 020-22	Public Speaking Time There were no questions arising.
F&E 021-22	Minutes of the Finance & Establishment Committee September 2021 The minutes were accepted as a true and accurate record of that meeting and were signed by the Chairman.
F&E 022-22	With the permission of the Committee, the Chair brought forward agenda items 9 and 10, (grants).
F&E 023-22	Saffron Walden Initiative (SWI) – Dance in the Square – Free of Charge Hall Hire – Summer Dance in the Square – Saturday 27th August 2022 A representative of SWI presented the application to committee and it was Resolved: To award the grant of free of charge hall hire and assistance with tables and chairs as per the details of the grant application

Signed as a true and accurate record
Minutes of the Finance & Establishment Committee February 2022

F&E 024-22	<p>Theatre Unboxed CIC – Walden Tales (TBC) Project - £300.00 to cover one professional drama outreach worker –2022 Project</p> <p>Two representatives from Theatre Unboxed presented their application to Committee, it was Resolved:</p> <p>To award the £300 grant, as per the details of the grant application. Cllr Toy commended the group on their excellent safeguarding policy.</p>
F&E 025-22	<p>Review of SWTC Grant Policy</p> <p>Committee received and noted the report, providing guidance and affirmation to the Working Group as follows:</p> <ul style="list-style-type: none"> (a) That applications should be awarded to groups and not individuals. (b) That the work and funding behind the Youth Partnership Grants should also be considered within the review (c) To review how grants are allocated so that committee(s) can have sight of the bigger picture (ie grants currently awarded by the F & E Committee but youth partnership is administered via the A & S Committee. There wasn't a desire to bring all grants under one committee but rather an acknowledgement that both should have oversight of the whole process). The Clerk noted that work was being progressed with the Youth Outreach Project which included the consideration of a Service Level Agreement (d) New question for grant form could be: what is the percentage of young people supported in your project? (e) When considering a funding cap Committee agreed that a cap is required and should be detailed within the application form – perhaps “Ordinary application limit of £500, however we may award in excess of this up to £1,000”. (f) The RFO was requested to project the grant balance if all grants awarded in 2020/21 had been a maximum of £500 and/or £1,000 (g) Committee approved the concept of awarding grants for non-capital costs, which could include general overheads and operating costs – this should be qualified to note that the overall aims and objectives of the application must be for the direct benefit of SW residents
F&E 026-22	<p>Citizens Advice Bureau (CAB)</p> <p>Committee noted the report and thanked CAB.</p>
F&E 027-22	<p>Uttlesford Community Travel (UCT)</p> <p>Committee noted the report and thanked UCT.</p>
Financial Matters	
F&E 028-22	<p>Expenditure – to be authorised</p> <p>(a) Payment of the accounts received since 17th January 2022 were approved.</p>

	(b) Payment of accounts for payments already made since 17 th January 2022 were approved.
F&E 029-22	Tourist Information Centre The Committee received and noted the profit and loss account for January 2022.
F&E 030-22	Monthly Reports Committee received and noted the following monthly reports: (a) Bank reconciliation statement with supporting statements (b) Cash Book – showing all income and expenditure for January 2022. (c) Income report broken down by budget code – year to date including comparison of income year to date against previous years.
F&E 031-22	Committee Hi-Light Reports The Committee received and noted the Hi-Lighted reports from the RFO. There were no specific items to note or action to be taken in relation to documents 8(a) or 8(b).
F&E 032-22	Policies Committee agreed to adopt the Privacy Notice as provided with an additional insert to note that SWTC will disclose any information as required by law regarding any criminal activity or safeguarding issues. The Chair agreed to provide a specific annotation to the Town Clerk for inclusion in a revised policy.
F & E 033-22	Omicron Hospitality and Leisure Grant Applications The Committee noted the ineligibility of SWTC to apply for these grants.
F&E 034-22	Urgent Information Items There were no matters raised.
F&E 035-22	Date and time of Next Meeting Next meeting to be held on Monday 21 st March 2022 at The Town Hall, Saffron Walden

The Chairman closed the meeting at 8.50pm