

The Town Hall  
Market Street  
Saffron Walden  
CB10 1HZ

Tel: 01799 516501  
www: saffronwalden.gov.uk



## Agenda

### Finance & Establishment Committee

To Committee Members: Councillors Asker, De Vries, Eke, Fairhurst, Hawke-Smith, Millward, Porch, Toy (Chair), 1 x vacancy on Committee

You are summoned to attend a MEETING of the FINANCE & ESTABLISHMENT COMMITTEE of SAFFRON WALDEN to be held via the video conferencing service Zoom on **Monday 15<sup>th</sup> March 2021** commencing at **7.30pm** to transact the business as set out in the agenda below.

In accordance with the Coronavirus Act 2020, c. 7, Part 1, Local authority meetings, Section 78 – Members are permitted to be present and attend a meeting without being present in the Council Chamber or together in the same place - extract from Act reads: “*The provision which may be made by virtue of subsection (1)(d) includes in particular provision for persons to attend, speak at, vote in, or otherwise participate in, local authority meetings without all of the persons, or without any of the persons, being together in the same place.*”

All other Councillors are welcome to attend this meeting but will not be formal members of the committee and will not receive any voting rights. Non-Committee members will not be able to participate in or remain present for any discussions held under Part 2, Confidential Matters

#### Zoom Details:

<https://us02web.zoom.us/j/86424546266?pwd=UExxRDZFPZTIraHozT2IyeWRVSVXkxUT09>

Meeting ID: 864 2454 6266 | Passcode: 457163

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## **Meetings and the Public**

During the period of meetings being conducted remotely and in compliance with the Coronavirus Act 2020, members of the public will still be able to access and participate (during public speaking time) in Town Council meetings.

Town Council meetings will be hosted on the Zoom Platform. Details enabling members of the public to view the meeting and ask questions (under the public speaking time) will be given for each meeting in the introduction as above (see Zoom link on page 1 of this agenda for details)

Members of the public and press are welcome to attend any of the Council's Full Council or Committee meetings and listen to the debate. All agendas, reports and minutes can be viewed on the Council's website [www.saffronwalden.gov.uk](http://www.saffronwalden.gov.uk). For background papers in relation to this meeting please contact [enquiries@saffronwalden.gov.uk](mailto:enquiries@saffronwalden.gov.uk) or phone 01799 516501

The agenda may be split into two parts. Most of the business will be dealt with in Part I which is open to the public. Part II (if applicable) includes items which may be discussed in the absence of the press or public, as they deal with information which is personal or sensitive for some other reason. The press and public will be asked to leave the meeting before Part II items are discussed.

Members of the public are permitted to ask questions at any of these meetings, with each meeting including an agenda item for questions from the public. Members of the public are not required to register in advance of the meeting but it may be useful if you notify your intention to speak either in advance of or at the meeting by emailing: [townclerk@saffronwalden.gov.uk](mailto:townclerk@saffronwalden.gov.uk). If you wish to register at the meeting, please indicate your desire to speak at the allocated Public Speaking Time.

### **~~Facilities for people with disabilities~~**

~~The Council Offices has facilities for wheelchair users, including lifts and toilets.~~

### **~~Fire/emergency evacuation procedure~~**

~~If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest designated fire exit. You will be directed to the nearest exit by a designated officer. It is vital you follow their instructions.~~

### **For information about this meeting please contact the Town Council:**

Telephone: 01799 516501 / Email: [enquiries@saffronwalden.gov.uk](mailto:enquiries@saffronwalden.gov.uk)

General Enquiries – Saffron Walden Town Council Offices, 11 Emson Close, Saffron Walden, CB10 1HL | Website: [www.saffronwalden.gov.uk](http://www.saffronwalden.gov.uk)

### **Recording of meetings**

Whilst meetings are being conducted under the Coronavirus Act 2020, meetings will not be recorded.

### **General Data Protection Regulations (GDPR) 2018:**

For details of the Town Council's Privacy Notice, please visit our website: <http://saffronwalden.gov.uk/policies/>



**Lisa Courtney, Town Clerk**

**10<sup>th</sup> February 2021**

1	<p><b>Apologies for absence</b></p> <p>To receive apologies and consider requests for approved absence</p>
2	<p><b>To receive any Declarations of Interest</b></p> <p>Members and officers are invited to make any declarations of interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is considered.</p>
3	<p><b>Public Speaking Time</b></p> <p>For the public or Press to ask questions of the Committee on matters relating to the agenda. Members of the public will be able to participate in the online meeting by following the link / details as given on page 1 of this agenda.</p>
4	<p><b>Minutes of the last meeting of the Finance &amp; Establishment Committee</b></p> <p>To verify the Minutes of the Committee meeting held in February 2021</p>
<p><b>Financial Matters</b></p>	
<p><b>The following are standard items for consideration at a “policy” meeting</b></p>	
5	<p><b>Expenditure – to be authorised</b></p> <p>(a) To approve the payment of the accounts received since 15<sup>th</sup> February 2021. Cheques for these accounts have not yet been authorised, awaiting approval by this meeting.</p> <p>(b) To approve the payment of accounts (for cheques already issued) 15<sup>th</sup> February 2021.</p>
6	<p><b>Tourist Information Centre (TIC)</b></p> <p>To receive the following reports for the TIC</p> <p>(a) Profit and Loss Account for February 2021</p> <p>(b) Monthly report from TIC staff</p>
7	<p><b>Monthly Reports</b></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 February 2021</p> <p>(c) Income report, broken down by budget code – year to date including comparison of income year to date against the previous year</p>

	<b>This March Committee meeting is to focus up on Medium Term Financing and the following documents are included to provide an informed picture of the current financial situation:</b>
8	<p><b>Committee Hi-Light Reports</b></p> <p>To receive and note the reports from the RFO being a highlight report bringing to the attention of Committee any items for specific note or action. Documents 8(a) and 8(b) refer</p>
9	<p><b>Projected Income and Expenditure 2020/21 in light of Covid-19</b></p> <p>(a) Committee to receive a projection of revised income and expenditure for 2020/21; accounting for reduced income and expenditure as a result of the Coronavirus. The report further advises of proposed and projected carry forward figures and ringfenced monies</p> <p>(b) Covering report providing a written summary of the current position</p>
	<b>Other Matters</b>
10	<p><b>Forward Plan</b></p> <p>Committee to note and receive the current forward plan, details as attached. Committee is requested to confirm Committee business/policy matters where noted as attached</p>
11	<p><b>Grant Applications</b></p> <p>Committee to consider the following grant applications as submitted.</p> <p><b>(a) The Shhh Experience (part of Hyperfusion Theatre Company)</b>  £3,376.72 (ex VAT) or £4,052.07 (inc VAT) – hall hire scheme  To consider the awarding of a grant for free of charge hall hire for 15-19<sup>th</sup> December 2021 for a theatre production in the Town Hall. Any event would be subject to compliance with Covid-19 rules/regulations (as applicable) and sight of appropriate risk assessments from the theatre company. Copy of application form is attached and as carried forward from the December Committee meeting at which the applicant was requested to defer the request (due to unknown Covid rules and to seek additional and alternative forms of funding)</p> <p><b>(b) Saffron Walden Initiative (SWI)</b>  £400.00 – hall hire scheme  To consider the awarding of a grant for free of charge hall hire for 2021 for the annual Dance in the Square event, as organised by the SWI. The proposed date is Saturday 28<sup>th</sup> August 2021 and will be subject to compliance with Covid-19 rules and regulations (as applicable)</p>

	<p>Balances of grants budget as at 10.03.21 from the 2020/21 budget (ie currently unspent sums in this year's budget)</p> <p>Small Grants: £3,429   Hall Hire: £4,481 (against a total budget of £5,000 for the year)</p> <p>Budget for 2021/22 for both small grants and hall hire is £5,000</p> <p>Both grants are proposed for consideration under the Hall Hire funding scheme for which there is no limit set on the maximum amount to be awarded, provided the budget itself is not exceeded. Either grant may be payable from the 2020/21 budget (therefore accrued at year end) or may be granted from the new 2021/22 budget.</p>
12	<p><b>Urgent Information Items</b></p> <p>Any items to verbally report for information only</p>
13	<p><b>Date and time of Next Meeting</b></p> <p>Monday 19<sup>th</sup> April 2021, 7.30pm via Zoom</p>