

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

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the Garden Rooms, Jubilee Gardens on Monday 17th January at 7.30pm

Present Councillors: Cllr de Vries, Gadd (Chair), Hawke-Smith and Porch.

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

Public: Ms Chate on behalf of Saffron Walden Musical Theatre Company
Ms McReynolds on behalf of Enterprise East CiC (Via Zoom)

F & E 001-22	<p>Apologies for absence</p> <p>Apologies were received and accepted from Cllrs Coote, Eke, Fairhurst, Milward and Toy.</p> <p>In the absence of both the Chair, Cllr Toy and the Deputy Chair, Cllr Millward, Cllr Gadd was elected to chair this meeting.</p>
F & E 002-22	<p>To receive any Declarations of Interest</p> <p>Cllr de Vries declared a generic non-pecuniary interest as District Councillor for Uttlesford District Council.</p> <p>Cllr Gadd declared a generic non-pecuniary interest as County Councillor for Essex County Council.</p>
F & E 003-22	<p>Public Speaking Time</p> <p>There were no questions arising.</p>
F & E 004-22	<p>Minutes of the Finance & Establishment Committee December 2021</p> <p>The minutes were accepted as a true and accurate record of that meeting and were signed by the Chairman.</p>
F & E 005-22	<p>With the permission of the Committee, the Chair brought forward agenda items 13 and 14 (Grants).</p>
F & E 006-22	<p>Enterprise East CiC, based at Cornell Court, Saffron Walden - £1,745 for training costs and support (or any sum at committee's discretion)</p> <p>Ms McReynolds presented via Zoom and gave an overview of the services provided at Cornell Court. She outlined the support provided to students and some of the financial difficulties facing the organisation. She noted that training costs form a significant part of the budget and emphasized the importance of this training to the individuals. Ms McReynolds was thanked for her presentation and update, it was Resolved:</p>

Signed as a true and accurate record

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	To award the grant to Enterprise East CiC in accordance with the grant application as submitted for a total sum of £1,745 and that funds be met from the Resilience funds (rather than the small grants scheme).
F & E 007-22	<p>Saffron Walden Musical Theatre Company (SWMTC) - £300 toward wardrobe costs</p> <p>Ms Chate presented to committee explaining that it is the groups centenary year. She provided an overview of the theatre company, particularly noting the mental health and wellbeing benefits in participating in the musical activities. It was Resolved:</p> <p>To award the £300 grant in accordance with the grant application as submitted, using the small grant scheme funds.</p>
Financial Matters	
F & E 008-22	<p>Expenditure – to be authorised</p> <p>(a) Payment of the accounts received since 13th December 2021 were approved. (b) Payment of accounts for payments already made since 13th December 2021 were approved.</p>
F & E 009-22	<p>Tourist Information Centre</p> <p>The Committee received and noted the profit and loss account for December 2021.</p>
F & E 010-22	<p>Monthly Reports</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 December 2021.</p> <p>(c) Income report broken down by budget code – year to date including comparison of income year to date against previous years.</p>
F & E 011-22	<p>Committee Hi-Light Reports</p> <p>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).</p>
F & E 012-22	<p>Forward Plan</p> <p>Committee received and noted the forward plan.</p>
F & E 013-22	<p>Audit Report</p> <p>Committee received and noted the audit report and noted that remedies are required on the SWTC website in relation the financial papers.</p>

Signed as a true and accurate record

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<p>F & E 014-22</p>	<p>Food Bank – Grant Funding</p> <p>Committee noted the awarded grant and thanked staff for their continued efforts in supporting the Food Bank.</p>
<p>F & E 015-22</p>	<p>Government Support Grants</p> <p>The RFO noted that grants have been submitted for The Town Hall and Golden Acre.</p>
<p>F & E 016-22</p>	<p>Urgent Information Items</p> <p>There were no matters raised.</p>
<p>F & E 017-22</p>	<p>Date and time of Next Meeting</p> <p>Next meeting to be held on Monday 21st February 2022 at The Town Hall, Saffron Walden</p>

The Chairman closed the meeting at 8pm