

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

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the
16th May 2022 at 7.30pm

Present Councillors: de Vries, Fairhurst, Gadd, Millward (Chair), Porch (not Committee member)

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

Public: Samantha McReynolds, Enterprise East Group Cic (agenda item 16)
Jacqui Portway, Saffron Walden Initiative (agenda item 17)
Graham King, Saffron Hall Trust (agenda item 18)

F&E 061-22	Election of Committee Chair Cllr Gadd nominated Cllr Millward, seconded by Cllr de Vries. There being no other nominations, Cllr Millward was elected as Committee Chair for 2022-23
F&E 062-22	Election of Deputy Committee Chair Cllr Gadd nominated Cllr Coote, seconded by Cllr Fairhurst. There being no other nominations, Cllr Coote was elected as Deputy Committee Chair for 2022-23, (it was noted that whilst Cllr Coote was not present, he had affirmed his acceptance of the nomination)
F & E 063-22	Apologies for absence Apologies were received and accepted from Cllrs Asker, Coote, Eke, Freeman and Hawke-Smith
F & E 064-22	To receive any Declarations of Interest Cllrs de Vries and Fairhurst declared generic non-pecuniary interests as District Councillor for Uttlesford District Council. Cllr Gadd declared a generic, non-pecuniary interest as County Councillor for Essex County Council and as a Member of the Saffron Walden Initiative
	With the Committee's permission, the Chair brought forward agenda items 15, 16, 17 and 18
F & E 065-22	Grant Application – Enterprise East Group CiC £990.00 towards free of charge Town Hall Hire Sam McReynolds was present and spoke further to the application. It was unanimously Resolved:

	To award funding of £990.00 towards free of charge hall hire in accordance with the grant application form
F&E 066-22	<p>Grant Application – Saffron Walden Initiative £1,920.00 for funding under the small grants scheme for works to the maze hedging</p> <p>Jacqui Portway was present and spoke further to the application, responding to a series of questions from Committee Members. It was unanimously Resolved:</p> <p>To award funding of £300.00 (not £1,920 as requested) towards works to the hedge maze, in accordance with the grant application form</p>
F&E 067-22	<p>Grant Application – Saffron Hall Trust £2,460.00 towards free of charge use of Bridge End Gardens to host an outdoor production of Alice in Wonderland</p> <p>Graham King was present and spoke further to the application, responding to a series of questions from Committee Members. The Town Clerk noted that the application was for free of charge use of BEG which was at a commercial rate of £1,440 (being £90ph x 8 hours x 2 days) rather than £2,460. The revised sum of £1,440 was broadly within the allocated budget for free of charge hire, albeit that some monies would be vired from the small grants scheme to meet any deficit.</p> <p>It was unanimously Resolved:</p> <p>To award funding of free of charge funding for 2 days (at an internal recharge of £1,440 to be met from the FOC hall hire and virement from small grants scheme).</p>
F&E 068-22	<p>Resilience Fund and Ukrainian Support</p> <p>Cllr Porch was present and spoke further to the request to address the administration of funds for Ukrainian refugees. The revised Resilience Fund was considered and adopted subject to an amendment allowing two of four named individuals are able to authorise funding requests, subject to those being at least one officer and one Councillor.</p>
F&E 069-22	<p>Public Speaking Time</p> <p>There were no questions arising.</p>
F&E 070-22	<p>Minutes of the Finance & Establishment Committee April 2022</p> <p>The minutes were accepted as a true and accurate record of that meeting and were signed by the Chairman.</p>
Financial Matters	
F & E 071-22	<p>Expenditure – to be authorised</p> <p>(a) Payment of the accounts received since 19th April 2022 were approved. (b) Payment of accounts for payments already made since 19th April 2022 were approved.</p>

Signed as a true and accurate record

Minutes of the Finance & Establishment Committee May 2022

F & E 072-22	<p>Tourist Information Centre</p> <p>The Committee received and noted the profit and loss account for April 2022</p>
F & E 073-22	<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 April 2022 (c) Income report broken down by budget code – year to date including comparison of income year to date against previous years.
F & E 074-22	<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 075-22	<p>Annual Governance and Accountability Return 2021-2022 (Annual Return)</p> <ul style="list-style-type: none"> (a) Annual Internal Audit Report Committee received and accepted the unqualified Internal Auditor's Report as presented, noting the need to address the accessibility to the website matter as noted by the Auditor. (b) Annual Governance Statement 2021-22 with detailed explanations: Noted and accepted (c) Reconciliation documents: Noted and accepted (d) Asset Register: Noted and accepted (e) Dates for the exercise of public rights: The dates of 20th June to 29th July were approved, subject to ratification of the accounts by Full Council (f) Section 1 of the Annual Governance Statement: Committee responded in the affirmative to all sections <p>It was unanimously Resolved:</p> <p>To approve all papers presented and the Annual Governance Statement for 2021-22 with a recommendation to Full Council to approve the Annual Return, Statement and all supporting documents</p>
F&E 076-22	<p>Financial Administration for the year ending 2022/23</p> <p>Committee noted and approved the documents and process as proposed, covering the work of the internal auditor, risk assessments and internal control measures</p>
F & E 077-22	<p>Precept Tranche Received</p> <p>Committee noted receipt of the first tranche of precept payment for 2022/23</p>

F & E 078-22	<p>Policies</p> <p>The following policies were approved and readopted without any further amendments, save for any address changes (Town Council office move from Emson Close to the Town Hall):</p> <ul style="list-style-type: none"> a) Complaints policy b) Data protection and retention policy c) Freedom of Information d) Reserves Policy
F & E 079-22	<p>Urgent Information Items</p> <p>There were no matters raised.</p>
F & E 080-22	<p>Date and time of Next Meeting</p> <p>Next meeting to be held on Monday 20th June 2022 at The Town Hall, Saffron Walden</p>

The Chairman closed the meeting at 8.50pm