

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

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

Present Councillors: Gadd, Hawke-Smith, Millward (Chair) and Porch.

Officers: Georgia Arnold, Committee Clerk
David Broomfield, Responsible Finance Officer (RFO)

Public: None

In the absence of the Chair, Cllr Toy the deputy Chair Cllr Millward chaired this meeting.

F & E 036-22	Apologies for absence Apologies were received and accepted from Cllrs Coote, de Vries, Eke, Fairhurst and Toy.
F & E 037-22	To receive any Declarations of Interest Cllr Gadd declared a generic non-pecuniary interest as County Councillor for Essex County Council.
F&E 038-22	Public Speaking Time There were no questions arising.
F&E 039-22	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.
Financial Matters	
F & E 040-22	Expenditure – to be authorised (a) Payment of the accounts received since 21.02.2022 were approved. (b) Payment of accounts for payments already made since 21.02.2022 were approved.
F & E 041-22	Tourist Information Centre The Committee received and noted the profit and loss account for February 2022.
F & E 042-22	Monthly Reports Committee received and noted the following monthly reports: (a) Bank reconciliation statement with supporting statements

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	<p>(b) Cash Book – showing all income and expenditure for February 2022</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 043-22	<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 044-22	<p>Year End Carry Forwards</p> <p>Committee noted the report and agreed that the balance remaining under the hall hire budget of £9,100 should not be carried forward.</p> <p>Cllrs raised a query regarding the transfer of the ear-marked-reserves which the RFO would review and report outside this meeting.</p> <p>Committee noted the final balance under income and expenditure will be discussed at a future finance meeting after the year end.</p>
F&E 045-22	<p>Resilience Fund and Ukraine</p> <p>The Committee Clerk noted the attached report explaining that any efforts in supporting the Ukraine crisis should be focussed locally. This could be by supporting Ukrainian residents by providing fuel money to those taking essential supplies to Ukraine or providing support packages to any refugees who are homed within the area.</p> <p>Committee agreed that they want to support where they can whether that is with monies or services.</p> <p>Cllrs noted that there had been consideration of raising the resilience fund however agreed that this should be re-considered as and when the monies are required.</p> <p>Committee noted the excellent work from a local Ukrainian family which the mayor has been supporting and Committee agreed to grant £500.00 from the resilience fund toward their fuel costs however a grant application should be submitted to the RFO.</p>
F&E 046-22	<p>Police Community Support Officer</p> <p>Committee noted the update provided within the agenda.</p>
F & E 047-22	<p>Urgent Information Items</p> <p>There were no matters raised.</p>
F & E 048-22	<p>Date and time of Next Meeting</p> <p>Next meeting to be held on Tuesday 19th April (not a Monday due to the Easter Monday bank holiday) at The Town Hall, Saffron Walden</p>

The Chairman closed the meeting at 9pm

Signed as a true and accurate record

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