

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

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the Town Hall Saffron Walden on Monday 20th June 2022 at 7.30pm

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

Officers: David Broomfield, Responsible Finance Officer (RFO)

Public: Representatives of Walden Wombles and Carver Barracks

F & E 081-22	<p>Apologies for absence</p> <p>Apologies were received and accepted from Cllrs de Vries, Eke, Fairhurst, Freeman and Gadd.</p> <p>(After the meeting apologies have since been received from the Saffron Walden Round Table, due to unforeseen circumstances they could not attend the meeting as planned.)</p>
F & E 082-22	<p>To receive any Declarations of Interest</p> <p>Cllr Asker declared a generic non-pecuniary interest as District Councillor for Uttlesford District Council.</p>
F & E 083-22	<p>Public Speaking Time</p> <p>There were no questions arising.</p>
F & E 084-22	<p>Minutes of the Finance & Establishment Committee 16.05.2022</p> <p>The minutes were accepted as a true and accurate record of that meeting and were signed by the Chairman.</p>
<p>Grant Requests</p> <p>The Chair granted permission to bring forward the grant applications for consideration.</p>	
F & E 085-22	<p>Grant Application – Walden Wombles – Equipment and Insurance Costs - £200</p> <p>A representative of Walden Wombles was in attendance to present the application.</p> <p>Committee unanimously agreed to award the grant request of £200.00 toward the insurance and equipment costs.</p>

F & E 086-22	<p>Grant Application – HM Forces Carver Barracks Wimbish – Free of Charge Common Hire - £150.00</p> <p>A representative of Carver Barrack’s was in attendance to present the application. Committee unanimously agreed to award the grant request of £150.00 for free of charge Common hire for the upcoming Armed Forces Community Day.</p>
F & E 087-22	<p>Grant Application – Roger Abbott Saffron Walden Motor Show – Free of Charge Common Hire - £150.00</p> <p>Committee unanimously agreed to award the grant request of £150.00 for free of charge Common hire for the annual motor show event on 14th August 2022.</p>
F & E 088-22	<p>Grant Application - Saffron Walden Round Table – Free of Charge Common Hire - £4,200</p> <p>Committee were disappointed that representatives were not present despite confirming attendance. Particularly as the grant request was for a sizable sum.</p> <p>It was further noted that the Carnival is taking place in less than three weeks’ time and the application has only just been received.</p> <p>In future Committee expect applications to be submitted much earlier to allow suitable consideration.</p> <p>Committee unanimously agreed to award the grant but expect that full recognition is expressed toward SWTC acknowledging our contribution toward the successful Carnival.</p>
Financial Matters	
F & E 089-22	<p>Expenditure – to be authorised</p> <p>(a) Payment of the accounts received since 16.05.2022 were approved. The additional Ukrainian Resilience Grant Request report (5.a.2) was noted.</p> <p>(b) Payment of accounts for payments already made since 16.05.2022 were approved.</p>
F & E 090-22	<p>Tourist Information Centre</p> <p>The Committee received and noted the profit and loss account for June 2022 and the brief update report from the TIC.</p>
F & E 091-22	<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 June 2022.</p>

	(c) Income report broken down by budget code – year to date including comparison of income year to date against previous years.
F & E 092-22	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 093-22	Forward Plan Committee noted the forward plan as attached to the agenda.
F & E 094-22	EALC Awarded Grant Funding – Foodbank Committee noted the update regarding the recently awarded grant of £2,000 from EALC for food support for Uttlesford Foodbank. Committee expressed their thanks to Officer for their efforts in making this application.
F & E 095-22	Committee to receive verbal updates on the following activities A verbal update was received by the Chair regarding the forthcoming Grant funding review, noting that the review work is being carried out and a report will be published to this Committee in July, as per the Forward Plan.
F & E 096-22	Urgent Information Items There were no matters raised.
F & E 097-22	Date and time of Next Meeting Next meeting to be held on Monday 18th July 2022 at The Town Hall Saffron Walden

The Chairman closed the meeting at 8.48pm