

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, Coote, de Vries, Eke, Fairhurst, Freeman, Gadd, Hawke-Smith and Millward (Chair).

You are summoned to attend a MEETING of the FINANCE & ESTABLISHMENT COMMITTEE of SAFFRON WALDEN to be held in the Town Hall, Saffron Walden on **Monday 17th April 2023** commencing at **7.30pm** to transact the business as set out in the agenda below.

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

Meetings and the Public

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. For background papers in relation to this meeting please contact 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. 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

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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

General Enquiries – Saffron Walden Town Council Offices, The Town Hall, Market Place, Saffron Walden, CB10 1HR | Website: www.saffronwalden.gov.uk

Recording of meetings

Meetings will be recorded where possible and practicable to do so.

General Data Protection Regulations (GDPR) 2018:

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Lisa Courtney, Town Clerk

12th April 2023

1	Apologies for absence To receive apologies and consider requests for approved absence
2	To receive any Declarations of Interest 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.
3	Public Speaking Time For the public or Press to ask questions of the Committee on matters relating to the agenda.
4	Minutes of the last meeting of the Finance & Establishment Committee To verify the Minutes of the Committee meeting held on 20.03.2023
	Financial Matters The following are standard items for consideration for a Committee meeting, focussing on business matters

5	<p>Expenditure – to be authorised</p> <p>(a) To approve the payment of the accounts received since 20.03.2023. BACS and Cheques for these accounts have not yet been authorised, awaiting approval by this meeting.</p> <p>(b) To approve the payment of accounts (for DDs, STOs, debit card payments and cheques already issued) since 20.03.2023.</p>
6	<p>Tourist Information Centre</p> <p>Profit and Loss Account for March 2023</p>
7	<p>Monthly Reports</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 March 2023.</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>
8	<p>Committee Hi-Light Reports</p> <p>To receive and note the reports from the RFO being a highlight report bringing to the attention of Committee any items for note or action. Documents 8(a) and 8(c) refer.</p>
9	<p>Actual Year End Carry Forwards / Budget 2023/24</p> <p>To review and consider the actual, carry forward figures from the 2022/23 budget into the 2023/24 budget. Committee is requested to approve the figures as presented, commending same to Full Council.</p>
	<p style="text-align: center;">Grant Applications – Committee to consider the following requests</p> <p>Balance of Grants Budget as at 05.04.2023</p> <p>Small grants scheme £5,000* FOC hall hire £5,000* <i>*This excludes the proposed carry forward figures for 2022/23, pending item 9, above)</i></p> <p>Resilience funds (covid fund) £5,000 <i>(Pending agreement of the carry forward 2022/23, item 9, above)</i></p> <p>Total Grant Funding available £15,000</p>

10	<p>Royal British Legion – Requested monetary support of any amount</p> <p>RBL has requested monies to support the band costs for the annual Remembrance Day Parade.</p> <p><i>To note SWTC has already budgeted £1,500 for the Remembrance Day Service this includes the security.</i></p>
11	<p>Saffron Walden Initiative – Requested £1,000 and Free of Charge Hire</p> <p>SWI has submitted two applications for the annual Dance in the Square, being:</p> <ol style="list-style-type: none"> 1. Monetary contribution of £1,000 for the running costs of the event. 2. Free of Charge Hire of the Town Hall. <p><i>To note SWTC’s revised Grant Scheme only allows one application per financial year up to £500.00 (or £1,000 at committee’s discretion).</i></p>
12	<p>Great Chesterford Community Centre – Requested £500</p> <p>Great Chesterford Community Centre has requested £500.00 toward purchase of new chairs and trolleys.</p> <p><i>Please note this application is outside Saffron Walden Town Council area, whilst the application says it will benefit 5,000-10,000 Saffron Walden residents, evidence has been requested but not yet provided.</i></p>
13	<p>Training Policy</p> <p>Committee is recommended to re-adopt the Training Policy with a review date of three years. The only proposed change being inclusion of reference to volunteers.</p>
14	<p>Urgent Information Items</p> <p>Any items to verbally report for information only</p>
15	<p>Date and time of Next Meeting</p> <p>Monday 22nd May 2023 at 7.30pm in the Town Hall, Saffron Walden</p>