

The Town Hall
Market Street
Saffron Walden
CB10 1HZ

Tel: 01799 516501
www: saffronwalden.gov.uk



Agenda

Finance & Establishment Committee

To Committee Members: Councillors Abercrombie (Walker), Asker, Coote, de Vries, Eke, Gadd, McBirnie, Meloy, Reeve, Shotropa

You are summoned to attend a MEETING of the FINANCE & ESTABLISHMENT COMMITTEE of SAFFRON WALDEN to be held in the Town Hall, Saffron Walden, **Monday 19th June 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

The Council Offices has facilities for wheelchair users, including lifts and toilets.

Fire/emergency evacuation procedure

If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest designated fire exit. You will be directed to the nearest 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:

For details of the Town Council's Privacy Notice, please visit our website: <http://saffronwalden.gov.uk/policies/>



Lisa Courtney, Town Clerk

14th June 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 22.05.2023.
	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 22nd May 2023. Cheques for these accounts have not yet been authorised, awaiting approval by this meeting.</p> <p>(b) To approve the payment of accounts (for cheques already issued) since 22nd May 2023.</p>
6	<p>Tourist Information Centre</p> <p>a) Profit and Loss Account for May 2023.</p> <p>b) Quarterly update</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 May 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(b) refer.</p>
9	<p>Financial Administration for the year ending 2023/24</p> <p>Committee to note and approve the following documents relating to financial administration and management for 2023/24:</p> <p>(a) Internal Auditor’s scope of works 2023/24, subject to approval by both SWTC and the internal auditor.</p>
	<p>Grant Applications</p> <p>Balance of Grants Budget as at 08.06.2023 Free of charge hire £4,313 / Small Grants £6,045: Total Available £10,358</p>
10	<p>CraftAbility – Awarded Grant – Monitoring Document</p> <p>CraftAbility were successfully awarded grant monies in February 2023, attached is their completed monitoring document for committee’s information.</p>
11	<p>Roger Abbott – Motor Show – Free of Charge Hire Grant Request</p> <p>Mr Abbott has requested free of charge hire of the Common for the annual Summer motor show. Committee is asked to consider the request.</p>

Staffing Matters	
12	<p>Certificate in Local Council Administration (CiLCA)</p> <p>For information, the Committee Clerk has recently passed the Society of Local Council Clerks Level 3 Certificate in Local Council Administration (CiLCA) qualification.</p>
13	<p>Pay Evaluation Scheme</p> <p>To note the pay evaluation process is nearing conclusion with two appeals pending. The appeals are currently being determined by Local Council Consultancy in accordance with the agreed process and will be reported to a future Committee meeting.</p>
Other matters	
14	<p>Forward Plan</p> <p>To receive the forward plan as attached; this is provided for information purposes to ensure the Committee meets its statutory obligations on financial matters.</p>
15	<p>Urgent Information Items</p> <p>Any items to verbally report for information only</p>
16	<p>Date and time of Next Meeting</p> <p>Monday 17th July 2023 at 7.30pm in the Town Hall, Saffron Walden</p>