

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

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the Town Hall, Saffron Walden on Monday 17th October 2022 at 7.30pm

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

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

Public: Jacqui Portway, Representative of Saffron Walden Initiative (SWI)

F & E 133-22	<p>Apologies for absence</p> <p>Apologies were received and accepted from Cllrs Asker, Coote, de Vries, Eke, Fairhurst and Freeman.</p>
F & E 134-22	<p>To receive any Declarations of Interest</p> <p>Cllr Gadd declared a generic non-pecuniary interest as District Councillor for Uttlesford District Council.</p>
F & E 135-22	<p>Committee agreed to bring forward agenda item 9, Grant request from SWI</p>
	<p>Grant Applications – Committee to consider the following requests</p> <p>Balance of Grants Budget as at 10.10.2022</p> <p>Small grants £2745</p> <p>Hall Hire £59</p> <p>Resilience £5000</p> <p>Youth Projects £12052</p>
F & E 136-22	<p>Saffron Walden Initiative – Grant Request of £700.00 for their <i>Winstanley Christmas Charity Stall / Late Night Shopping Event</i></p> <p>Cllrs Hawke-Smith and Gadd declared non-pecuniary interests as they are both members of SWI.</p> <p>It was agreed unfair to postpone consideration of the grant request. Committee delegated the decision to the clerk of this meeting to reach a decision after liaising with other committee members outside this meeting.</p> <p>Jacqui Portway spoke regarding this item noting the event has changed slightly to previous years with a focus on charitable groups and the history of Christmas in Saffron Walden.</p>

	<p>Fundraising for the evening will take place for the young carers at Fairycroft for their next holiday.</p> <p>The event has received monetary sponsorship from other businesses and groups in the town, but SWI still has a shortfall of £700.00 for the stage, which will host music and entertainment throughout the evening.</p> <p>The Chair thanked Jacqui Portway for her presentation and noted a decision will be circulated by the end of the week.</p>
F & E 137-22	<p>Public Speaking Time</p> <p>There were no public questions arising.</p>
F & E 138-22	<p>Minutes of the Finance & Establishment Committee September 2022</p> <p>Minor amendments were agreed otherwise the minutes were accepted as a true and accurate record of that meeting.</p>
Financial Matters	
F & E 139-22	<p>Expenditure – to be authorised</p> <p>(a) Payment of the accounts received since 26/09/2022 were approved. (b) Payment of accounts for payments already made since 26/09/2022 were approved. It was noted the first instalment of the public works board loan for 2022/23 has been paid and the next will be in March 2023.</p>
F & E 140-22	<p>Tourist Information Centre</p> <p>The Committee received and noted the profit and loss account for October 2022</p>
F & E 141-22	<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 October 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 142-22	<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 143-22	Urgent Information Items There were no matters raised.
F & E 144-22	Date and time of Next Meeting Next meeting to be held on 21 st November 2022 in the Town Hall, Saffron Walden

The Chairman closed the meeting at 8.30pm

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