

The Town Hall  
Market Street  
Saffron Walden  
CB10 1HZ

Tel: 01799 516501  
www: [saffronwalden.gov.uk](http://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 21<sup>st</sup> November 2022 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](http://www.saffronwalden.gov.uk). For background papers in relation to this meeting please contact [enquiries@saffronwalden.gov.uk](mailto: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](mailto:townclerk@saffronwalden.gov.uk). If you wish to register at the meeting, please indicate your desire to speak at the allocated Public Speaking Time.

Please note that due to necessary Covid19 mitigation measures, admission to the meeting may be restricted as room capacity is currently limited. Members of the public will be admitted on a first come first served basis and the meeting room will be open to the public from approximately 7.20 pm. The capacity for each meeting will include the staff and Councillors present and members of the public will be permitted to the maximum capacity of the room.

Members of the public are requested to wear a face mask at all times and sit in the seats designated for the public. If you would like more information about how the Town Council has made the meeting arrangements as Covid secure as possible please contact the Town Clerk.

**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](mailto: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](http://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**

16<sup>th</sup> November 2022

1	<b>Apologies for absence</b> To receive apologies and consider requests for approved absence
2	<b>To receive any Declarations of Interest</b> 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	<b>Public Speaking Time</b> For the public or Press to ask questions of the Committee on matters relating to the agenda. Members of the public will be able to participate in the online meeting by following the link / details as given on page 1 of this agenda.
4	<b>Minutes of the last meeting of the Finance &amp; Establishment Committee</b> To verify the Minutes of the Committee meeting held on 17.10.2022

	<b>Financial Matters</b>
	The following are standard items for consideration for a Committee meeting, focussing on business matters
5	<b>Expenditure – to be authorised</b> <p>(a) To approve the payment of the accounts received since 17<sup>th</sup> October 2022. 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 17<sup>th</sup> October 2022</p>
6	<b>Tourist Information Centre</b> <p>Profit and Loss Account for November 2022</p>
7	<b>Monthly Reports</b> <p>(a) Bank reconciliation statement with supporting statements.</p> <p>(b) Cash Book – showing all income and expenditure for the previous ended month for November 2022</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	<b>Committee Hi-Light Reports</b> <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	<b>Budget 2023 – 2024</b> <p>To receive the first draft of the proposed budget for 2023/24. This first draft is commended to Committee by the Budget Working Group (documents 9a-9c).</p>
10	<b>Internal Audit Report</b> <p>To receive and note the report as attached, being the interim internal audit of the accounts for year ending 30<sup>th</sup> September 2022.</p>
11	<b>Income from Hirings</b> <p>The attached report has been prepared by Officers detailing the income generated from hirers at SWTC venues.</p>

	<p><b>Grant Applications – Committee to consider the following requests</b></p> <p><b>Balance of Grants Budget as at 10.11.2022</b></p> <p>Small grants scheme £2,067.00  Youth partnership £13,052.00  Resilience funds (covid fund) £5,000.00  FOC hall hire £59.00</p> <p><b>Total Grant Funding available £20,178</b></p>
12	<p><b>Saffron Walden Musical Theatre Company - Grant Request of £300.00</b></p> <p>SWMTC has requested £300.00 which will go toward the costume hire for their upcoming performance of Sister Act.</p>
13	<p><b>Saffron Walden Choral Society – Grant Request of £300.00</b></p> <p>SWCS plans to commission a piece of music to celebrate their 140<sup>th</sup> anniversary next year. The money will go toward 100 of the commissioned piece by Roderick Williams.</p>
	<p><b>Other Items</b></p>
14	<p><b>Employee Handbook Policies</b></p> <p>The following policies are proposed for re-adoption with a recommended review date of three years (unless changes are advised by our HR advisor or legislation requirements change).</p> <p>There are no changes to any of the documents except document 11b.</p> <ul style="list-style-type: none"> <li>a) Absence</li> <li>b) Alcohol and Drugs – one change highlighted, this is recommended by our HR Advisor</li> <li>c) Anti-Corruption and Bribery</li> <li>d) Capability</li> <li>e) Disciplinary</li> <li>f) Electronic and Communications System</li> <li>g) Emergency Time off for Dependents</li> <li>h) Flexible Working Policy</li> <li>i) Grievance Procedure</li> <li>j) Mobile Phone</li> <li>k) Parental Leave</li> <li>l) Smoking</li> <li>m) Use and Maintenance of Council Vehicles</li> <li>n) Whistleblowing</li> </ul> <p>The policies will be split individually for ease to access but continue to form the employee handbook as a whole.</p>

15	<b>HR Audit</b>  To note the conclusion of the audit relating to HR and personnel matters, carried out by Stallard Kane Associates. This is an annual process, the Council achieved Gold Status and is highly commended for its process and procedures on matters relating to employment and HR matters.
16	<b>Forward Plan</b>  To receive the forward plan as attached; this is provided for information purposes as an aide memoire of future business to consider.
17	<b>Urgent Information Items</b>  Any items to verbally report for information only
18	<b>Date and time of Next Meeting</b>  Monday 12 <sup>th</sup> December at 7.30pm in the Town Hall, Saffron Walden
19	<b>Confidential item – Exclusion of Press and Public (Part II meeting)</b>  To resolve that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.
20	<b>To receive an update on staffing matters</b>  This written report will follow for consideration by Committee.