

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

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the Town Hall, Saffron Walden on 19<sup>th</sup> December 2022 at 7.00pm

Present Councillors: de Vries, Freeman, Hawke-Smith and Milward (Chair).

Officers: Lisa Courtney, Town Clerk  
David Broomfield, Responsible Finance Officer (RFO)

Public: None

F & E 166-22	<b>Apologies for absence</b> Apologies were received and accepted from Cllrs Asker, Coote, Eke and Fairhurst
F & E 167-22	<b>To receive any Declarations of Interest</b> Cllr de Vries declared a generic non-pecuniary interest as District Councillor for Uttlesford District Council (UDC).
F & E 168-22	<b>Public Speaking Time</b> There were no questions arising.
F & E 169-22	<b>Minutes of the Finance &amp; Establishment Committee</b> The 21.11.22 minutes were accepted as a true and accurate record of that meeting and were signed by the Chairman.
<b>Financial Matters</b>	
F & E 170-22	<b>Expenditure – to be authorised</b> (a) Payment of the accounts received since 21.11.22 were approved. (b) Payment of accounts for payments already made since 21.11.22 were approved.
F & E 171-22	<b>Tourist Information Centre</b> The Committee received and noted the: Profit and loss account for December 2022, quarterly update and website analytics reports provided.
F&E 172-22	Cllr Freeman arrived at 19.25.
F & E 173-22	<b>Monthly Reports</b> Committee received and noted the following monthly reports:

Signed as a true and accurate record .....  
Minutes of the Finance & Establishment Committee December 2022

	<p>(a) Bank reconciliation statement with supporting statements</p> <p>(b) Cash Book – showing all income and expenditure for December 2022</p> <p>(c) Income report broken down by budget code – year to date including comparison of income year to date against previous years. Committee noted the increase in income.</p>
F & E 174-22	<p><b>Committee Hi-Light Reports</b></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>
<b>Other Matters</b>	
F&E 175-22	<p><b>Equal Opportunities Policy</b></p> <p>Committee agreed to re-adopt the equal opportunities policy with a review date of October 2025.</p>
F&E 176-22	<p><b>Forward Plan</b></p> <p>Committee noted the forward plan.</p>
F & E 177-22	<p><b>Urgent Information Items</b></p> <p>The RFO noted the final Band D figures have been received by UDC, with 28 houses for SWTC which equates therefore to £5,300. This will be added to the budget, for final adoption by Full Council in January. The RFO noted the figures are lower than expected and will query this with UDC.</p>
F & E 178-22	<p><b>Date and time of Next Meeting</b></p> <p>Next meeting to be held on 16<sup>th</sup> January 2023 at <b>The Town Hall, Saffron Walden</b></p>

The Chairman closed the meeting at 7.40pm