

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

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the Town Hall, Saffron Walden on Monday 20<sup>th</sup> March 2023 at 7.30pm

Present Councillors: Fairhurst, Freeman (from minute reference F&E 042-23) Gadd and Millward (Chair).

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

Public: Reg Williams on behalf of Local Councils Consultancy (LCC)

F & E 031-23	<b>Apologies for absence</b>  Apologies were received and accepted from Cllrs Asker, Coote, de Vries and Eke.
F & E 032-23	<b>To receive any Declarations of Interest</b>  Cllr Fairhurst declared a generic non-pecuniary interest as District Councillor for Uttlesford District Council.  Cllr Gadd declared a generic non-pecuniary interest as a County Councillor for Essex County Council.
F&E 033-23	<b>Public Speaking Time</b>  There were no questions arising.
F&E 034-23	<b>Minutes of the Finance &amp; Establishment Committee 20.02.2023</b>  The minutes were accepted as a true and accurate record of that meeting and were signed by the Chair.
<b>Financial Matters</b>	
F & E 035-23	<b>Expenditure – to be authorised</b>  (a) Payment of the accounts received since 20.02.2023 were approved. (b) Payment of accounts for payments already made since 20.02.2023 were approved.
F & E 036-23	<b>Tourist Information Centre</b>  The Committee received and noted the profit and loss account for February 2023

F & E 037-23	<p><b>Monthly Reports</b></p> <p>Committee received and noted the following monthly reports:</p> <ul style="list-style-type: none"> <li>(a) Bank reconciliation statement with supporting statements</li> <li>(b) Cash Book – showing all income and expenditure for February 2023</li> <li>(c) Income report broken down by budget code – year to date including comparison of income year to date against previous years.</li> </ul>
F & E 038-23	<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>
F & E 039-23	<p><b>Urgent Information Items</b></p> <p>There were no matters raised.</p>
F & E 040-23	<p><b>Date and time of Next Meeting</b></p> <p>Next meeting to be held on 17<sup>th</sup> April 2023 <b>at The Town Hall, Saffron Walden</b></p>
F & E 041-23	<p><b>Confidential Item – Exclusion of Press and Public (Part II meeting)</b></p> <p>Resolved 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.</p>
F&E 042-23	<p><b>Cllr Freeman arrived</b></p>
F & E 043-23	<p><b>Job Evaluation Scheme</b></p> <p>Mr Reg Edwards from LCC presented the report, bringing specific matters to the attention of Committee as necessary and appropriate.</p> <p>It was <b>Resolved:</b></p> <p>To adopt recommendation 15.1.2 of the report with a view to reconciling any anomalies identified. It was further resolved to adopt items 15.2 to 15.14 inclusive.</p>

The Chairman closed the meeting at 9.15pm