

FINANCE & ESTABLISHMENT COMMITTEE

SAFFRON WALDEN TOWN COUNCIL

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the Town Hall, Saffron Walden on Monday 17th April 2023 at 7.30pm

Present Councillors: Freeman, Gadd and Millward (Chair).

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

Public: x1 Representative of Royal British Legion and
X2 Representative of Saffron Walden Initiative

F & E 044-23	<p>Apologies for absence</p> <p>Apologies were received and accepted from Cllrs Asker, Coote, de Vries, Eke, Fairhurst, Hawke-Smith.</p>
F & E 045-23	<p>To receive any Declarations of Interest</p> <p>Cllr Freeman declared a generic non-pecuniary interest as District Councillor for Uttlesford District Council.</p>
F & E 046-23	<p>Public Speaking Time</p> <p>There were no questions arising.</p>
F & E 047-23	<p>Committee agreed to bring forward agenda items 10, 11 and 12, these being grant applications</p>
F & E 048-23	<p>Royal British Legion – monetary support</p> <p>The representative of RBL explained the group is seeking monies to support transport costs for the marching band for Remembrance Day which costs £850.00. RBL noted it is seeking to raise monies in other fundraising methods and hopes to raise £500.00 but needs to meet the deficit.</p> <p>Committee agreed to grant £350.00 to meet shortfall of funding, should RBL be unable to raise £500.00 by September 2023 this could be reconsidered by Committee.</p>

F & E 049-23	<p>Saffron Walden Initiative – Requested £1,000 and Free of Charge Hire</p> <p>The representative explained two grant applications have been submitted for the Dance in the Square event, these are for:</p> <ol style="list-style-type: none"> 1. Free of charge hire of the Town Hall 2. Monies toward the running costs <p>Committee agreed to grant the free of charge hall hire and £500.00 toward the running costs of the event with a note that should the event continue to have a funding deficit by July 2023, the SWI would be welcome to apply to SWTC for further funding.</p>
F & E 050-23	<p>Great Chesterford Community Centre – Requested £500.00</p> <p>A representative was not in attendance and committee noted evidence of benefiting Saffron Walden residents has not been provided. It was further noted the group held significant funds in their balances and this could be used to purchase the items as needed. It was agreed to not award this grant.</p>
F & E 051-23	<p>Minutes of the Finance & Establishment Committee March 2023</p> <p>The minutes were accepted as a true and accurate record of that meeting and were signed by the Chairman.</p>
Financial Matters	
F & E 052-23	<p>Expenditure – to be authorised</p> <ol style="list-style-type: none"> (a) Payment of the accounts received since 20.03.2023 were approved. (b) Payment of accounts for payments already made since 20.03.2023 were approved.
F & E 053-23	<p>Tourist Information Centre</p> <p>The Committee received and noted the profit and loss account for March 2023</p>
F & E 054-23	<p>Monthly Reports</p> <p>Committee received and noted the following monthly reports:</p> <ol style="list-style-type: none"> (a) Bank reconciliation statement with supporting statements (b) Cash Book – showing all income and expenditure for March 2023 (c) Income report broken down by budget code – year to date including comparison of income year to date against previous years.
F & E 055-23	<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(c).</p>

	Committee noted the remaining monies within the ear-marked reserve for the lift refurbishment should be vired over (save for £2k) to the budget for refurbishment works at Nos 3 and 5 Market Place.
F & E 056-23	<p>Actual Year End Carry Forwards / Budget 2023/24</p> <p>Committee considered the actual year end carry forward figures as presented and attached to the agenda. It was resolved:</p> <p>To approve the figures as presented, recommending them to Council for approval given the direct impact on the 2023/24 budget as these carry forwards are at actual as opposed to projected. It was noted the proposal is to carry forward a balance of £28,693.00 to meet the 2023/24 budget.</p> <p>It was further agreed that the £5,362.000 balance (being the difference between budgeted net income/expenditure from 2022/23 and actual net income/expenditure) be allocated to a new EMR budget for Jubilee Hub.</p> <p>Committee noted the considerable income increase in 2022/23, some £110,000 over budget and thanked Officers for their continued efforts and diligence in both seeking additional income streams and economically managing budgets.</p>
F & E 057-23	<p>Training Policy</p> <p>It was agreed to re-adopt the policy with a review date of three years with the one change to include reference to volunteers.</p>
F & E 058-23	<p>Urgent Information Items</p> <p>There were no matters raised.</p>
F & E 059-23	<p>Date and time of Next Meeting</p> <p>Next meeting to be held on Monday 22nd May 2023 at The Town Hall, Saffron Walden</p>

The Chairman closed the meeting at 8.45pm