

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

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the Town Hall, Saffron Walden on Monday 19th April 2022 at 7.30pm

Present Councillors: de Vries, Gadd, Hawke-Smith, Millward, Porch and Toy (Chair)

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

Public: 4 x Representatives in support of grant applications

F & E 049-22	<p>Apologies for absence</p> <p>Apologies were received and accepted from Cllrs Coote, Eke and Fairhurst</p>
F & E 050-22	<p>To receive any Declarations of Interest</p> <p>Cllr Gadd declared a generic non-pecuniary interest as County Councillor for Essex County Council and as a Member of the Saffron Walden Initiative (a grant applicant)</p> <p>Cllr Hawke-Smith declared a non-pecuniary interest as a Board Member on the Saffron Walden Initiative (a grant applicant)</p>
F&E 051-22	<p>Public Speaking Time</p> <p>There were no questions arising.</p>
	<p>With the permission of the Committee, the Chair brought forward agenda items 10 (a) (b) and (c) – Grant Applications</p>
F & E 052-22	<p>Grant Applications</p> <p>(a) Saffron Walden Initiative (SWI) – request for £300 to cover part costs for PA system. Jacqui Portway was present and spoke further to the grant request. It was Resolved:</p> <p>To award a grant of £300 to the SWI in accordance with their grant application</p> <p>(b) Half-Cut Theatre – request for £720 for free of charge hire of Bridge End Gardens, hire proposed for Sunday 19th June 2022. George Readshaw and James Camp were present and spoke further to the grant request, responding to a number of questions and queries arising from the Committee. They confirmed the cost at point of entry is free to the public who are then invited to make voluntary donations at the end of the production; this model has worked very well for them in the past. They pay equity rates to cast members and do therefore need to recognise an income stream. They noted that cash flow</p>

	<p>was an issue, hence the grant request and noted that they could make a contribution towards to the hire cost and/or to the Mayor's charity once income from donations was recognised. Committee was keen to support the application and also keen for the community benefit to be increased. Following considerable discussion, it was Resolved:</p> <p>To award the free of charge hire grant to the full value of £720.00 as requested, subject to Half-Cut Theatre carrying out some workshop activities and/or a performance in local schools, thereby further promoting the arts and cultural activity to young people. The grant is further subject to the group reviewing and updating their safeguarding policy. Should the group not progress in carrying out work in local schools then half of the rental agreement would be payable (£360.00)</p> <p>(c) Essex Police – request for £275.00 for promotional materials for fraud prevention events Tammy Blest, Fraud Prevention Co-ordinator LPA North for Essex Police was present and spoke further to the grant request. It was Resolved:</p> <p>To award the grant of £275.00 to Essex Police in accordance with the grant application.</p>
F&E 053-22	<p>Minutes of the Finance & Establishment Committee March 2022</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 054-22	<p>Expenditure – to be authorised</p> <p>(a) Payment of the accounts received since 21.03.2022 were approved.</p> <p>(b) Payment of accounts for payments already made since 21.03.2022 were approved.</p>
F & E 055-22	<p>Tourist Information Centre</p> <p>The Committee received and noted the reports as presented.</p>
F & E 056-22	<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 March 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 057-22	<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 058-22	<p>Year End Carry Forwards</p> <p>Committee considered and reviewed the information as presented, it was Resolved:</p> <p>To approve the figures as presented, recommending them to Council for approval given the direct impact on the 2022/23 budget as carry forwards are at actual as opposed to projected. It was further agreed that the £84,511 balance (being the difference between budgeted net income/expenditure from 2021/22 and actual net income/expenditure) be allocated to EMR priorities as per the Town Council's priority listing.</p>
F & E 059-22	<p>Urgent Information Items</p> <p>There were no matters raised.</p>
F & E 060-22	<p>Date and time of Next Meeting</p> <p>Next meeting to be held on Monday 16th May 2022 at The Town Hall, Saffron Walden</p>

The Chairman closed the meeting at 8.55pm