

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

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the Town Hall, Saffron Walden on Monday 16th January 2023 at 7.30pm

Present Councillors: Gadd, Hawke-Smith and Millward (Chair).

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

Public: None

F & E 001-23	Apologies for absence Apologies were received and accepted from Cllrs Asker, Coote, de Vries, Eke, Fairhurst and Freeman.
F & E 002-23	To receive any Declarations of Interest Cllr Gadd declared a generic non-pecuniary interest as County Councillor for Essex County Council.
F&E 003-23	Public Speaking Time There were no questions arising.
F&E 004-23	Minutes of the Finance & Establishment Committee September 2021 The minutes were accepted as a true and accurate record of that meeting and were signed by the Chairman.
Financial Matters	
F & E 005-23	Expenditure – to be authorised (a) Payment of the accounts received since 12.12.2022 were approved. (b) Payment of accounts for payments already made since 12.12.2022 were approved.
F & E 006-23	Tourist Information Centre The Committee received and noted the profit and loss account for December 2022.
F & E 007-23	Monthly Reports Committee received and noted the following monthly reports: (a) Bank reconciliation statement with supporting statements

Signed as a true and accurate record
Minutes of the Finance & Establishment Committee January 2023

	<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.</p>
F & E 008-23	<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 8a-e.</p>
F & E 009-23	<p>SWTC Grants Scheme</p> <p>Committee noted the new grant scheme will go live from 01.02.2023 and that a press release will be published advertising it.</p>
F&E 010-23	<p>Committee to receive verbal updates</p> <p>No verbal updates were provided.</p>
F & E 011-23	<p>Urgent Information Items</p> <p>The Clerk provided a verbal update on the job evaluation scheme, noting the timetable will be presented to the February Committee meeting for information.</p>
F & E 012-23	<p>Date and time of Next Meeting</p> <p>Next meeting to be held on Monday 20th February 2023 at The Town Hall, Saffron Walden</p>

The Chairman closed the meeting at 8.25pm