

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

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

Present Councillors: de Vries (from minute reference F&E 105-22), Fairhurst, Gadd, Hawke-Smith and Millward (Chair).

Officers: Georgia Arnold, Committee Clerk

Public: None

F & E 098-22	Apologies for absence Apologies were received and accepted from Cllrs Asker, Coote and Eke.
F & E 099-22	To receive any Declarations of Interest Cllrs de Vries and Fairhurst and declared a generic non-pecuniary interest as District Councillor for Uttlesford District Council. Cllr Gadd declared a generic non-pecuniary interest as County Councillor for Essex County Council.
F&E 100-22	Public Speaking Time There were no questions arising.
F&E 101-22	Minutes of the Finance & Establishment Committee 20th June 2022 The minutes were accepted as a true and accurate record of that meeting and were signed by the Chairman.
Financial Matters	
F & E 102-22	Expenditure – to be authorised (a) Payment of the accounts received since 20.06.2022 were approved. (b) Payment of accounts for payments already made since 20.06.2022 were approved.
F & E 103-22	Tourist Information Centre The Committee received and noted the profit and loss account for July 2022.
F & E 104-22	Monthly Reports Committee received and noted the following monthly reports:

Signed as a true and accurate record

Minutes of the Finance & Establishment Committee July 2022

	<p>(a) Bank reconciliation statement with supporting statements</p> <p>(b) Cash Book – showing all income and expenditure for July 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 105-22	<p>CLlr de Vries joint the meeting at 7.35pm</p>
F & E 106-22	<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, b, c, d, & e).</p>
F & E 107-22	<p>Insurance Update</p> <p>The written report attached to the agenda as provided by the Responsible Financial Officer was noted by Committee.</p>
F & E 108-22	<p>Grants Working Group Final Report</p> <p>The reports provided by the Town Clerk attached to the agenda were discussed by Committee, the two documents included a proposed grant application form and guidance document.</p> <p>The chair led the discussions as a member of the grants working group noting these two proposed forms were agreed and recommended by the working group.</p> <p>Committee noted that the proposed application allows applicants to request £1000.00 and suggested that the form is reworded along the lines of – <i>Maximum grant £500.00 however at discretion of Committee grants may be awarded up to £1000.00.</i></p> <p>Committee also discussed other forms of conditions but the Chair noted the working group were reluctant to include numerous conditions but this can be reviewed going forward.</p> <p>It was noted that the RFO will prepare a list of groups who regularly apply for the same grants, i.e., annual free of charge hall hire.</p> <p>The proposed documents were agreed unanimously and the Chair would discuss the proposed maximum grant request and commencement date for the revised form with the Town Clerk.</p>
F & E 109-22	<p>Grant Requests</p> <p>The Chair noted that due to the high temperatures that grant applicants were told ahead of this meeting that their attendance was not necessary.</p>

F & E 110-22	Grant Request – Diamonds Saffron Walden – Free of Charge Town Hall Hire = £453.60 It was unanimously agreed to grant the free of charge hall hire.
F & E 111-22	Grant Request - Essex Police – Free of Charge Town Hall = £226.80 Cllr Fairhurst abstained from discussions. It was agreed to grant the free of charge hall hire.
F & E 112-22	Grant Request - Essex Police – Free of Charge Common Hire = £150.00 Cllr Fairhurst abstained from discussions. It was agreed to grant the free of charge common hire.
F & E 113-22	Half Cut Theatre – Thank you Committee noted that email of thanks received from Half Cut Theatre and were pleased to see the event was well received by the public.
F & E 114-22	Urgent Information Items There were no matters raised.
F & E 115-22	Date and time of Next Meeting Next meeting to be held on 19 th September 2022 at The Town Hall, Saffron Walden

The Chairman closed the meeting at 8.15pm