

The Town Hall  
Market Street  
Saffron Walden  
CB10 1HZ

Tel: 01799 516501  
www: [saffronwalden.gov.uk](http://saffronwalden.gov.uk)



## Agenda

### Finance & Establishment Committee

To Committee Members: Councillors Asker, Coote, de Vries, Eke, Fairhurst, Freeman, Gadd, Hawke-Smith and Millward

You are summoned to attend a MEETING of the FINANCE & ESTABLISHMENT COMMITTEE of SAFFRON WALDEN to be held in the Town Hall, Saffron Walden on **TUESDAY 27<sup>th</sup> September 2022** commencing at **7.30pm** to transact the business as set out in the agenda below.

All other Councillors are welcome to attend this meeting but will not be formal members of the committee and will not receive any voting rights. Non-Committee members will not be able to participate in or remain present for any discussions held under Part 2, Confidential Matters

### Meetings and the Public

Members of the public and press are welcome to attend any of the Council's Full Council or Committee meetings and listen to the debate. All agendas, reports and minutes can be viewed on the Council's website [www.saffronwalden.gov.uk](http://www.saffronwalden.gov.uk). For background papers in relation to this meeting please contact [enquiries@saffronwalden.gov.uk](mailto:enquiries@saffronwalden.gov.uk) or phone 01799 516501

The agenda may be split into two parts. Most of the business will be dealt with in Part I which is open to the public. Part II (if applicable) includes items which may be discussed in the absence of the press or public, as they deal with information which is personal or sensitive for some other reason. The press and public will be asked to leave the meeting before Part II items are discussed.

Members of the public are permitted to ask questions at any of these meetings, with each meeting including an agenda item for questions from the public. Members of the public are not required to register in advance of the meeting but it may be useful if you notify your intention to speak either in advance of or at the meeting by emailing: [townclerk@saffronwalden.gov.uk](mailto:townclerk@saffronwalden.gov.uk). If you wish to register at the meeting, please indicate your desire to speak at the allocated Public Speaking Time.

Please note that due to necessary Covid19 mitigation measures, admission to the meeting may be restricted as room capacity is currently limited. Members of the public will be admitted on a first come first served basis and the meeting room will be open to the public from approximately 7.20 pm. The capacity for each meeting will include the staff and Councillors present and members of the public will be permitted to the maximum capacity of the room.

Members of the public are requested to wear a face mask at all times and sit in the seats designated for the public. If you would like more information about how the Town Council has made the meeting arrangements as Covid secure as possible please contact the Town Clerk.

**Facilities for people with disabilities**

The Council Offices has facilities for wheelchair users, including lifts and toilets.

**Fire/emergency evacuation procedure**

If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest designated fire exit. You will be directed to the nearest exit by a designated officer. It is vital you follow their instructions.

**For information about this meeting please contact the Town Council:**

Telephone: 01799 516501 / Email: [enquiries@saffronwalden.gov.uk](mailto:enquiries@saffronwalden.gov.uk)

General Enquiries – Saffron Walden Town Council Offices, The Town Hall, Market Place, Saffron Walden, CB10 1HR | Website: [www.saffronwalden.gov.uk](http://www.saffronwalden.gov.uk)

**Recording of meetings**

Meetings will be recorded where possible and practicable to do so.

**General Data Protection Regulations (GDPR) 2018:**

For details of the Town Council's Privacy Notice, please visit our website: <http://saffronwalden.gov.uk/policies/>



**Lisa Courtney, Town Clerk**

22<sup>nd</sup> September 2022

1	<b>Apologies for absence</b>  To receive apologies and consider requests for approved absence
2	<b>To receive any Declarations of Interest</b>  Members and officers are invited to make any declarations of interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is considered.
3	<b>Public Speaking Time</b>  For the public or Press to ask questions of the Committee on matters relating to the agenda. Members of the public will be able to participate in the online meeting by following the link / details as given on page 1 of this agenda.
4	<b>Minutes of the last meeting of the Finance &amp; Establishment Committee</b>  To verify the Minutes of the Committee meeting held on 18.07.2022

	<b>Financial Matters</b>
	The following are standard items for consideration for a Committee meeting, focussing on business matters
5	<p><b>Expenditure – to be confirmed and authorised</b></p> <p>a) 5a.1 - 5a.5 Invoices paid in August to September b) 5a.6 Invoices to be authorised</p> <p>c) 5b.1 To approve the payment of accounts (for DDs, STOs, debit card payments and cheques already issued) in July (5b.1) and August (5b.2)</p>
6	<p><b>Tourist Information Centre</b></p> <p>a) Profit and Loss Account for July (6a.1) and August 2022 (6.a.2). b) Budget review of TIC work.</p>
7	<p><b>Monthly Reports</b></p> <p>7a.1) July Bank reconciliation statement with supporting statements. 7a.2) August Bank reconciliation statement with supporting statements. 7b.1) Cash Book – showing all income and expenditure for the previous ended month for July 7b.2) Cash Book – showing all income and expenditure for the previous ended month for August 7c) Income report, broken down by budget code – year to date including comparison of income year to date against the previous years.</p>
8	<p><b>Committee Hi-Light Reports</b></p> <p>To receive and note the reports from the RFO being a highlight report bringing to the attention of Committee any items for note or action. Documents 8a.1, 8a.2 and 8b refer.</p>
9	<p><b>Second tranche of the Precept Received</b></p> <p>Committee to note the second tranche of precept was received on 20<sup>th</sup> September to a total of £616,814.50</p>
10	<p><b>Proposed Adoption of Menopause Policy</b></p> <p>Committee is recommended to adopt the proposed attached policy, Menopause: Guiding Principles for Employees and Managers.</p>
11	<p><b>Forward Plan</b></p> <p>To receive the forward plan as attached; this is provided for information purposes as an aide memoire of future business to consider.</p>

	<p style="text-align: center;"><b>Grant Applications – Committee to consider the following requests</b></p> <p><b>Balance of Grants Budget as at 14.09.2022</b></p> <p>Resilience Fund £5,000.00</p> <p>Ukraine Resilience £876.00</p> <p>Youth Projects £12,052.00</p> <p>Hall Hire Grants £59.00</p> <p>Small Grants £3,047.00</p>
12	<p><b>Grant Analysis</b></p> <p>As Committee previously requested attached is the RFO's analysis report on previous grants awarded.</p>
13	<p><b>Grant Application - 1<sup>st</sup> Thaxted-Carver Scout Group - £378.00</b></p> <p>To consider the attached Grant request from 1st Thaxted-Carver Scout Group requesting the costs of ten climbing helmets.</p>
14	<p><b>Committee to receive verbal updates</b></p> <p>Committee to receive verbal updates on progression of projects and initiatives since the July Committee meeting</p>
15	<p><b>Urgent Information Items</b></p> <p>Any items to verbally report for information only</p>
16	<p><b>Date and time of Next Meeting</b></p> <p>Monday 17<sup>th</sup> October 2022 at 7.30pm in <b>the Town Hall</b>, Saffron Walden</p>