

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

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the Town Hall, Saffron Walden on Tuesday 27<sup>th</sup> September 2022 at 7.30pm

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

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

Public: Representative of 1<sup>st</sup> Thaxted-Carver Scout Group (Regarding Agenda Item 13)

F & E 116-22	<b>Apologies for absence</b>  Apologies were received and accepted from Cllrs Asker, Coote, de Vries and Freeman
F & E 117-22	<b>To receive any Declarations of Interest</b>  Cllr Fairhurst declared a generic non-pecuniary interest as District Councillor for Uttlesford District Council.  Cllr Gadd declared a generic non-pecuniary interest as member of Essec County Council.
F & E 118-22	<b>Public Speaking Time</b>  There were no questions arising.
F & E 119-22	Committee agreed to bring forward agenda item 13, grant application from 1st Thaxted-Carver Scout Group
F & E 120-22	<b>Grant Application - 1<sup>st</sup> Thaxted-Carver Scout Group - £378.00</b>  A representative of the Thaxted-Carver Scout Group attended the meeting explaining that the grant monies would be used to buy 10 climbing helmets for members of the group.  Committee discussed if the helmets would be used by other groups or solely the 1 <sup>st</sup> Thaxted-Carver Scout Group. The representative confirmed that other groups can use the helmets and their group use the Carver Barracks facilities.  Committee unanimously agreed to grant the application request given that the helmets would be used by a number of groups, including residents of Saffron Walden, and that there would therefore be a benefit of the grant to Saffron Walden residents
F & E 121-22	<b>Minutes of the Finance &amp; Establishment Committee July 2022</b>

	The minutes were accepted as a true and accurate record of that meeting and were signed by the Chairman.
<b>Financial Matters</b>	
F & E 122-22	<p><b>Expenditure – to be authorised</b></p> <p>a) 5a.1 - 5a.5 Invoices paid in August to September were approved. b) 5a.6 Invoices were approved.</p> <p>c) 5b.1 The payment of accounts (for DDs, STOs, debit card payments and cheques already issued) in July (5b.1) and August (5b.2) were approved.</p>
F & E 123-22	<p><b>Tourist Information Centre</b></p> <p>The Committee received and noted the profit and loss account for July and August 2022 and the budget review written update.</p>
F & E 124-22	<p><b>Monthly Reports</b></p> <p>Committee received and noted the following monthly reports:</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> <p>Councillors noted the difficulty in future budgets as details of the national pay award are still awaited and the RFO was requested therefore to show future updates with an illustrative additional 3% staff cost (equating to a 5% pay rise when combined with the 2% in the budget currently). It was noted the budget (and pay scales) would be considered by the budget working group.</p>
F & E 125-22	<p><b>Committee Hi-Light Reports</b></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 126-22	<p><b>Second tranche of the Precept Received</b></p> <p>Committee noted the second tranche of precept was received on 20th September to a total of £616,814.50.</p>
F & E 127-22	<p><b>Proposed Adoption of Menopause Policy</b></p> <p>Committee adopted the proposed attached policy, Menopause: Guiding Principles for Employees and Managers. Cllrs were impressed and supportive of the approach taken</p>

	by Officers in identifying and addressing issues relating to the menopause. The Clerk advised the Events Officer is further hosting a “Menopause Awareness” evening on 18.10.22
F & E 128-22	<b>Forward Plan</b> Committee noted the forward plan attached to the agenda. It was noted to include a TIC update in February 2023.
F & E 129-22	<b>Grant Analysis</b> The grant analysis report detailing previously awarded grants (attached to the agenda) was noted by Committee.
F & E 130-22	<b>Committee to receive verbal updates</b> Town Clerk provided a general update on Town Council projects.
F & E 131-22	<b>Urgent Information Items</b> There were no matters raised.
F & E 132-22	<b>Date and time of Next Meeting</b> Next meeting to be held on 17.10.2022 at The Town Hall, Saffron Walden

The Chairman closed the meeting at 8.20pm