

FINANCE & ESTABLISHMENT COMMITTEE

SAFFRON WALDEN TOWN COUNCIL

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the Town Hall, Saffron Walden on Monday 17th October 2022 at 7.30pm

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

Officers: Georgia Arnold, Committee Clerk
David Broomfield, Responsible Finance Officer (RFO)

Public: Jacqui Portway, Representative of Saffron Walden Initiative (SWI)

F & E 133-22	Apologies for absence Apologies were received and accepted from Cllrs Asker, Coote, de Vries, Eke, Fairhurst and Freeman.
F & E 134-22	To receive any Declarations of Interest Cllr Gadd declared a generic non-pecuniary interest as District Councillor for Uttlesford District Council.
F & E 135-22	Committee agreed to bring forward agenda item 9, Grant request from SWI
	Grant Applications – Committee to consider the following requests Balance of Grants Budget as at 10.10.2022 Small grants £2745 Hall Hire £59 Resilience £5000 Youth Projects £12052
F & E 136-22	Saffron Walden Initiative – Grant Request of £700.00 for their <i>Winstanley Christmas Charity Stall / Late Night Shopping Event</i> Cllrs Hawke-Smith and Gadd declared non-pecuniary interests as they are both members of SWI. It was agreed unfair to postpone consideration of the grant request. Committee delegated the decision to the clerk of this meeting to reach a decision after liaising with other committee members outside this meeting. Jacqui Portway spoke regarding this item noting the event has changed slightly to previous years with a focus on charitable groups and the history of Christmas in Saffron Walden.

	<p>Fundraising for the evening will take place for the young carers at Fairycroft for their next holiday.</p> <p>The event has received monetary sponsorship from other businesses and groups in the town, but SWI still has a shortfall of £700.00 for the stage, which will host music and entertainment throughout the evening.</p> <p>The Chair thanked Jacqui Portway for her presentation and noted a decision will be circulated by the end of the week.</p>
F & E 137-22	<p>Public Speaking Time</p> <p>There were no public questions arising.</p>
F & E 138-22	<p>Minutes of the Finance & Establishment Committee September 2022</p> <p>Minor amendments were agreed otherwise the minutes were accepted as a true and accurate record of that meeting.</p>
Financial Matters	
F & E 139-22	<p>Expenditure – to be authorised</p> <p>(a) Payment of the accounts received since 26/09/2022 were approved. (b) Payment of accounts for payments already made since 26/09/2022 were approved. It was noted the first instalment of the public works board loan for 2022/23 has been paid and the next will be in March 2023.</p>
F & E 140-22	<p>Tourist Information Centre</p> <p>The Committee received and noted the profit and loss account for October 2022</p>
F & E 141-22	<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 October 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 142-22	<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 143-22	<p>Urgent Information Items</p> <p>There were no matters raised.</p>
F & E 144-22	<p>Date and time of Next Meeting</p> <p>Next meeting to be held on 21st November 2022 in the Town Hall, Saffron Walden</p>

The Chairman closed the meeting at 8.30pm