

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

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the Town Hall, Saffron Walden on Monday 21st November 2022 at 7.30pm

Present Councillors: Eke, Freeman, Hawke-Smith, Millward (Chair) and Porch (Substitute for Cllr Asker).

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

Public: Representatives of Saffron Walden Musical Theatre Company and Saffron Walden Choral Society regarding their respective grant applications (Agenda items 12 and 13).

F & E 145-22	Apologies for absence Apologies were received and accepted from Cllrs Asker, Coote, de Vries, Fairhurst and Gadd. Cllr Porch substituted for Cllr Asker.
F & E 146-22	To receive any Declarations of Interest Cllr Eke and Freeman declared a generic non-pecuniary interest as District Councillor for Uttlesford District Council.
F&E 147-22	Committee agreed to bring forward agenda items 12 and 13, grant applications.
F&E 148-22	Saffron Walden Musical Theatre Company – Grant Request £300.00 A representative of SWMTC presented the application to committee noting any monies would go toward the costume hire of their upcoming show, Sister Act. It was unanimously agreed to grant SWMTC £300 toward the costume hire.
F & E 149 -22	Saffron Walden Choral Society – Grant Request £300.00 Representatives of SWCS presented the application to committee noting SWCS has also applied for funding to other third parties. It was unanimously agreed to grant SWCS £300.00.
F & E 150-22	Public Speaking Time There were no questions arising.

F & E 151-22	<p>Minutes of the Finance & Establishment Committee October 2022</p> <p>The minutes were accepted as a true and accurate record of that meeting and were signed by the Chairman.</p>
Financial Matters	
F & E 152-22	<p>Expenditure – to be authorised</p> <p>(a) Payment of the accounts received since 17th October 2022 were approved. (b) Payment of accounts for payments already made since 17th October 2022 were approved.</p>
F & E 153-22	<p>Tourist Information Centre</p> <p>The Committee received and noted the profit and loss account for November 2022</p>
F & E 154-22	<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 November 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 155-22	<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 156-22	<p>Budget 2023 – 2024</p> <p>Committee agreed to propose recommendation of the draft 2023-2024 budget to Full Council in December.</p> <p>The Budget Working Group agreed to meet prior to the 5th December Full Council meeting to finalise the report.</p>
F & E 157-22	<p>Internal Audit Report</p> <p>Committee noted the internal audit report as attached to the agenda.</p>

F & E 158-22	<p>Income from Hirings</p> <p>Committee passed on their thanks to the Weddings, Venues & Market Co-Ordinator for the comprehensive report which was attached to the agenda. Committee noted the report demonstrates the range of activities that take place in SWTCs venues.</p>
F & E 159-22	<p>Employee Handbook Policies</p> <p>Committee agreed to adopt the following policies as recommended with a review date of three years.</p> <ul style="list-style-type: none"> a) Absence b) Alcohol and Drugs – one change highlighted, this is recommended by our HR Advisor c) Anti-Corruption and Bribery d) Capability e) Disciplinary f) Electronic and Communications System g) Emergency Time off for Dependents h) Flexible Working Policy i) Grievance Procedure j) Mobile Phone k) Parental Leave l) Smoking m) Use and Maintenance of Council Vehicles n) Whistleblowing
F & E 160-22	<p>HR Audit</p> <p>Committee noted SWTC has been awarded with gold status for its HR audit carried out by Stallard Kane Associates. It was agreed this would be publicised in a future press release.</p>
F & E 161-22	<p>Forward Plan</p> <p>Committee noted the forward plan.</p>
F & E 162-22	<p>Urgent Information Items</p> <p>There were no matters raised.</p>
F & E 163-22	<p>Date and time of Next Meeting</p> <p>Next meeting to be held on Monday 12th December 2022 at The Town Hall, Saffron Walden</p>

F & E 164-22	Confidential item – Exclusion of Press and Public (Part II meeting) To resolve that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.
F & E 165-22	To receive an update on staffing matters Committee noted the written report and agreed with its recommendations.

The Chairman closed the meeting