

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

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the Town Hall, Saffron Walden on 19th December 2022 at 7.00pm

Present Councillors: de Vries, Freeman, Hawke-Smith and Milward (Chair).

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

Public: None

F & E 166-22	Apologies for absence Apologies were received and accepted from Cllrs Asker, Coote, Eke and Fairhurst
F & E 167-22	To receive any Declarations of Interest Cllr de Vries declared a generic non-pecuniary interest as District Councillor for Uttlesford District Council (UDC).
F & E 168-22	Public Speaking Time There were no questions arising.
F & E 169-22	Minutes of the Finance & Establishment Committee The 21.11.22 minutes were accepted as a true and accurate record of that meeting and were signed by the Chairman.
Financial Matters	
F & E 170-22	Expenditure – to be authorised (a) Payment of the accounts received since 21.11.22 were approved. (b) Payment of accounts for payments already made since 21.11.22 were approved.
F & E 171-22	Tourist Information Centre The Committee received and noted the: Profit and loss account for December 2022, quarterly update and website analytics reports provided.
F&E 172-22	Cllr Freeman arrived at 19.25.
F & E 173-22	Monthly Reports Committee received and noted the following monthly reports:

Signed as a true and accurate record
Minutes of the Finance & Establishment Committee December 2022

	<p>(a) Bank reconciliation statement with supporting statements</p> <p>(b) Cash Book – showing all income and expenditure for December 2022</p> <p>(c) Income report broken down by budget code – year to date including comparison of income year to date against previous years. Committee noted the increase in income.</p>
F & E 174-22	<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>
Other Matters	
F&E 175-22	<p>Equal Opportunities Policy</p> <p>Committee agreed to re-adopt the equal opportunities policy with a review date of October 2025.</p>
F&E 176-22	<p>Forward Plan</p> <p>Committee noted the forward plan.</p>
F & E 177-22	<p>Urgent Information Items</p> <p>The RFO noted the final Band D figures have been received by UDC, with 28 houses for SWTC which equates therefore to £5,300. This will be added to the budget, for final adoption by Full Council in January. The RFO noted the figures are lower than expected and will query this with UDC.</p>
F & E 178-22	<p>Date and time of Next Meeting</p> <p>Next meeting to be held on 16th January 2023 at The Town Hall, Saffron Walden</p>

The Chairman closed the meeting at 7.40pm