

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

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the Town Hall, Saffron Walden on Monday 20<sup>th</sup> February 2023 at 7.30pm

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

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

Public: Representative of CraftAbility (in person)  
Representative of Uttlesford Community Safety Partnership (via Zoom)

F & E 013-23	<b>Apologies for absence</b>  Apologies were received and accepted from Cllrs Asker, Coote, de Vries, Eke, Fairhurst and Freeman.
F & E 014-23	<b>To receive any Declarations of Interest</b>  Cllr Gadd declared a generic non-pecuniary interest as a member of Essex County Council.
F & E 015-23	<b>Committee agreed to bring forward agenda items 10 and 11, grant requests.</b>
F & E 016-23	<b>CraftAbility (new working title of the Thaxted Centre for the Disabled) – Grant Request of £500.00 toward transportation costs</b>  The representative of CraftAbility, Mr Adam Vandembussche, spoke further on the application explaining any monies received would be used to fund transportation costs to provided residents with transportation to support sessions.  Committee agreed to award the grant of £500.00 to be used in accordance with the grant application.
F&E 017-23	<b>Uttlesford Community Safety Partnership – Grant Request for Free of Charge Hire of Bridge End Gardens – totalling to £2,500.</b>  The representative of UCSP noted that they provide interactive sessions for young children in Uttlesford and the previous venues are now out of commission.  Committee agreed to award the grant of free hire of Bridge End Gardens to be used in accordance with the grant application.
F&E 018-23	<b>Public Speaking Time</b>  There were no questions arising.

F&E 019-23	<p><b>Minutes of the Finance &amp; Establishment Committee January 2023</b></p> <p>The minutes of 16.01.2023 were accepted as a true and accurate record of that meeting and were signed by the Chairman.</p>
<b>Financial Matters</b>	
F & E 020-23	<p><b>Expenditure – to be authorised</b></p> <p>(a) Payment of the accounts received since 23.01.2023 were approved. (b) Payment of accounts for payments already made since 23.01.2023 were approved.</p>
F & E 021-23	<p><b>Tourist Information Centre</b></p> <p>The Committee received and noted the profit and loss account for January 2023</p>
F & E 022-23	<p><b>Monthly Reports</b></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 January 2023</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 023-23	<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 024-23	<p><b>Annual Governance Accountability Return 2021/2022</b></p> <p>It was noted the 2021/22 AGAR has been approved.</p>
F&E 025-23	<p><b>Events and Activities Officer Report</b></p> <p>Committee noted the written report provided by the events and activities officer detailing the projects carried out to date and gave thanks to the Officer for her work and comprehensive report.</p>
F&E 026-23	<p><b>Job Evaluation Scheme (JES)</b></p> <p>Committee noted the JES timetable noting recommendations will come to the March Committee meeting.</p>
F & E 027-23	<p><b>Urgent Information Items</b></p> <p>There were no matters raised.</p>

F & E 028-23	<p><b>Date and time of Next Meeting</b></p> <p>Next meeting to be held on Monday 20<sup>th</sup> March 2023 <b>at The Town Hall, Saffron Walden</b></p>
F&E 029-23	<p><b>Confidential Item – Exclusion of Press and Public (Part II meeting)</b></p> <p>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.</p>
F&E 030-23	<p><b>Job Evaluation Scheme (JES)</b></p> <p>Committee noted the recommendation report was not finalised for February and will be presented at the March meeting instead.</p>

The Chairman closed the meeting at 9.15pm