

The Town Hall
Market Street
Saffron Walden
CB10 1HZ

Tel: 01799 516501
www: saffronwalden.gov.uk



Agenda Finance & Establishment Committee

To Committee Members: Councillors Abercrombie (Walker), Ahmed (Deputy Mayor), Coote, de Vries, Eke (Mayor), Gadd, McBirnie, Meloy, Reeve and Shotropa.

You are summoned to attend a MEETING of the FINANCE & ESTABLISHMENT COMMITTEE of SAFFRON WALDEN to be held in the Town Hall, on **Monday 20th May 2024** commencing at **7.30pm** to transact the business as set out in the agenda below.

All other Councillors are welcome to attend this meeting but will not be formal members of the committee and will not receive any voting rights. Non-Committee members will not be able to participate in or remain present for any discussions held under Part 2, Confidential Matters

Meetings and the Public

Members of the public and press are welcome to attend any of the Council's Full Council or Committee meetings and listen to the debate. All agendas, reports and minutes can be viewed on the Council's website www.saffronwalden.gov.uk. For background papers in relation to this meeting please contact enquiries@saffronwalden.gov.uk or phone 01799 516501

The agenda may be split into two parts. Most of the business will be dealt with in Part I which is open to the public. Part II (if applicable) includes items which may be discussed in the absence of the press or public, as they deal with information which is personal or sensitive for some other reason. The press and public will be asked to leave the meeting before Part II items are discussed.

Members of the public are permitted to ask questions at any of these meetings, with each meeting including an agenda item for questions from the public. Members of the public are not required to register in advance of the meeting but it may be useful if you notify your intention to speak either in advance of or at the meeting by emailing: townclerk@saffronwalden.gov.uk. If you wish to register at the meeting, please indicate your desire to speak at the allocated Public Speaking Time.

Facilities for people with disabilities

The Council Offices has facilities for wheelchair users, including lifts and toilets.

Fire/emergency evacuation procedure

If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest designated fire exit. You will be directed to the nearest exit by a designated officer. It is vital you follow their instructions.

For information about this meeting please contact the Town Council:

Telephone: 01799 516501 / Email: enquiries@saffronwalden.gov.uk

General Enquiries – Saffron Walden Town Council Offices, The Town Hall, Market Place,
Saffron Walden, CB10 1HR | Website: www.saffronwalden.gov.uk

Recording of meetings

Meetings will be recorded where possible and practicable to do so.

General Data Protection Regulations (GDPR) 2018:

For details of the Town Council's Privacy Notice, please visit our website:
<http://saffronwalden.gov.uk/policies/>



Lisa Courtney, Town Clerk

15th May 2024

1	Election of Committee Chair For Committee to elect the Committee Chair for 2024/25
2	Election of Deputy Committee Chair For Committee to elect the Deputy Committee Chair for 2024/25
3	Apologies for absence To receive apologies and consider requests for approved absence
4	To receive any Declarations of Interest Members and officers are invited to make any declarations of interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is considered.
5	Public Speaking Time For the public or Press to ask questions of the Committee on matters relating to the agenda.
6	Minutes of the last meeting of the Finance & Establishment Committee To verify the Minutes of the Committee meeting held in 22.04.2024

	<p>Financial Matters The following are standard items for consideration for a Committee meeting, focussing on business matters</p>
7	<p>Expenditure – to be authorised</p> <p>(a) To approve the payment of the invoices received since 22.04.2024. BACS and Cheques for these invoices have not yet been authorised, awaiting approval by this meeting.</p> <p>(b) To approve payments or DDs, STOs, debit card payments and cheques already issued since 22.04.2024.</p>
8	<p>Tourist Information Centre</p> <p>Profit and Loss Account for April 2024</p>
9	<p>Monthly Reports</p> <p>(a) Bank reconciliation statement with supporting statements.</p> <p>(b) Cash Book – showing all income and expenditure for the month of April 2024</p> <p>(c) Income report, broken down by budget code – year to date including comparison of income year to date for prior years.</p>
10	<p>Committee Hi-Light Reports</p> <p>To receive and note the reports from the RFO being a highlight report bringing to the attention of Committee any items for note or action. Documents 10(a) and 8(b) refer.</p>
11	<p>Ear Marked Reserves</p> <p>At the April Committee meeting it was noted a report would be presented to this meeting detailing the Ear Marked Reserves for 2024/25 and the schedule of works. Given this forms part of the 2025/26 budget this will be presented at the first budget working group meeting, anticipated June 2024.</p>
12	<p>Annual Governance and Accountability Return 2023-24 (Annual Return)</p> <p>(a) The internal auditor has signed off the Annual Internal Audit Report and has approved the accounts and practices - copy attached as along with an officer's covering report 12 (a) (b). Committee is requested to receive and note these details.</p> <p>(b) Annual Governance Statement 2023-24 with detailed explanations</p> <p>(c) The following documents are attached for reconciliation and verification of the annual return for year ended 31st March 2024, including:</p> <ul style="list-style-type: none"> • Variances explanation (12.c.1) • Reconciliation document (12.c.2)

	<ul style="list-style-type: none"> • Working details for annual return (12.c.3) • Detailed Income and Expenditure Accounts (12.c.4) • Balance sheet (12.c.5) • Bank reconciliation pro-forma (12.c.6) <p>(d) Asset Register</p> <p>(e) Dates for the period of exercise of public rights, with the following proposed dates: Commencing on Monday 17th June ending Friday 26th July 2024.</p> <p>(f) Committee is requested to specifically give consideration to Section1 being the Annual Governance Statement and to make recommendation to Council regarding the authorisation (or otherwise) of these statements. Supporting documents as attached, 12.f.1.</p> <p>Committee is requested to consider the above documents and to commend same to Full Council for final approval and authorisation.</p>
13	<p>Precept Tranche Received</p> <p>To note the first tranche of precept of £684,919.00 for 2024/25 has been received.</p>
	<p>Grant Monitoring Forms</p>
14	<p>Elmo Miniatures – Monitoring Form</p> <p>Committee is asked to note the attached monitoring form, concluding this grant application.</p> <p>A representative of Elmo Miniatures will attend the meeting to provide an update on the project.</p>
15	<p>Hope Community Association – Monitoring Form</p> <p>Committee is asked to note the attached monitoring form, concluding this grant application.</p>
16	<p>Uttlesford Community Travel – Grant Funding</p> <p>UCT has completed the attached grant form and supporting documents. SWTC has agreed £8,500 of funding for UCT and committee is asked to note the attached documentation and the funds will be released.</p>
	<p>Establishment Matters</p>
17	<p>Scheme of Delegation Policy</p> <p>Committee to consider the proposed amendments to the scheme of delegation policy.</p>

18	<p>Urgent Information Items</p> <p>Any items to verbally report for information only</p>
19	<p>Date and time of Next Meeting</p> <p>17 June 2024 at 7.30pm in the Town Hall Saffron Walden</p>
20	<p>Confidential Item – Exclusion of Press and Public (Part II meeting)</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> <p>This is confidential to comply with Data Protection Regulations.</p>
21	<p>Town Clerk Appraisal</p> <p>To receive a verbal update on Town Clerk’s appraisal from Cllr Eke, in accordance with Standing Order’s (19b) which state:</p> <p><i>The chairman of the Council or in his absence, the vice-chairman shall conduct a review of the performance and annual appraisal of the work of the Town Clerk / Proper Officer. The appraisal panel shall consist of at least 3 Councillors. The findings of this review will be reported to the Finance & Establishment Committee</i></p>