

The Town Hall  
Market Street  
Saffron Walden  
CB10 1HZ

Tel: 01799 516501  
www: [saffronwalden.gov.uk](http://saffronwalden.gov.uk)



## **Agenda Finance & Establishment Committee**

To Committee Members: Councillors Asker, Coote, de Vries, Eke, Gadd, McBirnie, Meloy, Reeve, Shotropa and Walker.

You are summoned to attend a MEETING of the FINANCE & ESTABLISHMENT COMMITTEE of SAFFRON WALDEN to be held in the Town Hall, Saffron Walden on **Monday 17<sup>th</sup> July 2023** 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](http://www.saffronwalden.gov.uk). For background papers in relation to this meeting please contact [enquiries@saffronwalden.gov.uk](mailto: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](mailto: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.

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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](mailto: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](http://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**

12<sup>th</sup> July 2023

1	<b>Apologies for absence</b>  To receive apologies and consider requests for approved absence
2	<b>To receive any Declarations of Interest</b>  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.
3	<b>Public Speaking Time</b>  For the public or Press to ask questions of the Committee on matters relating to the agenda.
4	<b>Minutes of the last meeting of the Finance &amp; Establishment Committee</b>  To verify the Minutes of the Committee meeting held on 19.06.2023.
	<b>Financial Matters</b>
	The following are standard items for consideration for a Committee meeting, focussing on business matters
5	<b>Expenditure – to be authorised</b>  (a) To approve the payment of the accounts received since 19.06.2023 BACS and Cheques for these accounts have not yet been authorised, awaiting approval by this meeting.

	(b) To approve the payment of accounts (for DDs, STOs, debit card payments and cheques already issued) since 19.06.2023
6	<b>Tourist Information Centre</b>  Profit and Loss Account for June 2023
7	<b>Monthly Reports</b>  (a) Bank reconciliation statement with supporting statements. (b) Cash Book – showing all income and expenditure for the previous ended month for June 2023 (c) Income report, broken down by budget code – year to date including comparison of income year to date against the previous year.
8	<b>Committee Hi-Light Reports</b>  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 8(a) and 8(c) refer.
	<b>Grant Applications</b>
9	<b>Uttlesford Community Safety Partnership</b>  UDC were recently awarded free of charge hire of Bridge End Garden to host the Crucial Crew awareness session for under 11's, attached is their grant monitoring form which concludes the grant application process.
10	<b>Resilience Funding</b>  As per the attached Resilience Fund policy, as way of update for information only, SWTC officers have awarded monies to the Saffron Walden Ukrainian Society, the group is organising a trip to the beach for Ukrainian families.
	<b>Establishment</b>
11	<b>Staff Structure</b>  Committee is asked to note the attached revised staff structure for information only.
12	<b>Employee Assistant Programme Health Assured</b>  As a good employer, SWTC is looking at ways in which it can further help and support employees. Many employers (including local councils) offer additional benefits and support to employees in the form of welfare support and initiatives.

	<p>In a partnership arrangement with the Essex Association of Local Councils (EALC), an organisation called EAP Health and Wellbeing is offering a cost-effective service to local councils. The EALC has already negotiated with EAP that Town Clerks will automatically be included in any scheme, as part of the EALC membership. For small councils, often only employing a Clerk, this is satisfactory but for SWTC, it is appropriate to consider extending this service to all employees. A quote for including all employees is given below:</p> <p>23 employees: annual cost of £500 + VAT</p> <p>There is an option to include Councillors to this service, with an annual cost of £750 + VAT for up to 40-50 individuals (ie additional cost of £250 for including Councillors).</p> <p>Details of the proposed programme are attached to this agenda and can also be found online at: <a href="https://www.healthassured.org/">https://www.healthassured.org/</a></p> <p>Committee is requested to consider offering this service to employees and/or Councillors for the annual cost as noted above. Costs can be met within the existing staffing budget.</p>
13	<p><b>Urgent Information Items</b></p> <p>Any items to verbally report for information only</p>
14	<p><b>Date and time of Next Meeting</b></p> <p>18<sup>th</sup> September 2023 at 7.30pm in the Town Hall, Saffron Walden (No August meeting)</p>
15	<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>
16	<p><b>Refurbishment Costs for Nos 3 and 5 Market Place (former Natwest Bank)</b></p> <p>Committee to receive a financial update and overview of expenditure against budget for refurbishment works, report to follow separately.</p>