

The Town Hall
Market Street
Saffron Walden
CB10 1HZ

Tel: 01799 516501
www: 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 18th September 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. 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

13th September 2023

1	Apologies for absence To receive apologies and consider requests for approved absence
2	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.
3	Public Speaking Time For the public or Press to ask questions of the Committee on matters relating to the agenda.
4	Minutes of the last meeting of the Finance & Establishment Committee To verify the Minutes of the Committee meeting held in 17.07.2023
	Financial Matters
	The following are standard items for consideration for a Committee meeting, focussing on business matters.

5	<p>Expenditure – to be confirmed and authorised</p> <p>5a.1, 5a.2 Invoices paid in August 5a.3 To approve payment for invoices received since 24.08.2023</p> <p>(b) To approve the payment of accounts (for DDs, STOs, debit card payments and cheques already issued) 5b.1 July, 5b.2 August</p>
6	<p>Tourist Information Centre</p> <p>a) Profit and Loss Account for July 2023 (6a.1) and August 2023 (6a.2) b) Quarterly update report from TIC c) Footfall figures, showing number and type of enquiry into the TIC</p>
7	<p>Monthly Reports</p> <p>7a) 31st August 2023 Bank reconciliation statement with supporting statements.</p> <p>7b.1) Cash Book – showing all income and expenditure for the month ending July 7b.2) Cash Book – showing all income and expenditure for the month ending August</p> <p>7c) Income report, broken down by budget code – year to date including comparison of income against previous years.</p>
8	<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.</p> <p>8a.1 Full income and expenditure report for July 8a.2 Full income and expenditure report for August</p> <p>8b.1 Earmarked Reserves July 8b.2 Earmarked Reserves August</p>
9	<p>Policies</p> <p>Committee is recommended to re-adopt the following policies with no changes proposed:</p> <p>a) Access to Information – annually reviewed, no changes proposed b) Privacy Notice – annually reviewed, no changes proposed c) Reserve’s Policy – annually reviewed, no changes proposed d) Menopause guidelines – no changes proposed, three-year review date e) Investment policies – changes proposed in red. These being the investment limits and periods (previously £300,000 for 90 days) it is proposed to increase this in anticipation of the precept tranche and s106 monies being received in the coming months.</p>

10	<p>Internal Controls and Risk Assessment</p> <p>Both the internal controls and risk assessment were last adopted in in May 2023 for the period ending 2023/24 the internal auditor has since provided advice on how to improve each (including a cover sheet, with review date and opening narrative) both of which are attached for Committee to review and recommended to adopt (documents 10a and b).</p>
	<p>Grant Applications – Committee to consider the following requests</p> <p>Balance of Grants Budget as at 31st August 2023</p> <p>Small grants scheme £6,545 Youth partnership £18,052 Resilience funds (covid fund) £4,205 FOC hall hire £723</p> <p>Total Grant Funding available £29,525</p>
11	<p>Diamonds – Free of Charge Hire (Town Hall) – £597.00 (Hall hire value: £597 & VAT)</p> <p>The Diamonds (volunteer group) is requesting free of charge hire of the Town Hall for one evening to host their fundraising evening.</p>
12	<p>Saffron Walden Round Table – Free of Charge Hire (the Common) – £450.00</p> <p>SWRT (fundraising group) is requesting free of charge hire of the Common for three dats to host the Fireworks.</p>
13	<p>Winning Minds – Free of Charge hire (Town Hall) – Value £500.00 (Hall hire value: £590.40 & VAT)</p> <p>Winning Minds is a limited company, offering support on mental health issues. The request is for free of charge hall hire for a total of 6 events (see section 6 of application form for dates)</p>
14	<p>Forward Plan</p> <p>Committee is asked to note the attached forward plan for future agenda items.</p>
15	<p>Urgent Information Items</p> <p>Any items to verbally report for information only</p>
16	<p>Date and time of Next Meeting</p> <p>16th October 2023 at 7.30pm in the Town Hall Saffron Walden</p>