

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 16<sup>th</sup> October 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.

### **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](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**

11<sup>th</sup> October 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 18.09.2023
	<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 invoices received since 18.09.2023. BACS and Cheques for these invoices have not yet been authorised, awaiting approval by this meeting. (b) To approve payments or DDs, STOs, debit card payments and cheques already issued since 18.09.2023.

6	<p><b>Tourist Information Centre</b> Profit and Loss Account for September 2023</p>
7	<p><b>Monthly Reports</b></p> <p>(a) Bank reconciliation statement with supporting statements.  (b) Cash Book – showing all income and expenditure for the month of September 2023  (c) Income report, broken down by budget code – year to date including comparison of income year to date for prior years.</p>
8	<p><b>Committee Hi-Light Reports</b></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 8a, 8b, 8c refer.</p>
9	<p><b>Precept Tranche</b> The second precept tranche of £682613.50 for 2023/24 has been received</p>
10	<p><b>Policies</b></p> <p>The following policies are proposed for re-adoption with annual review date with no changes.</p> <p>a) Complaints  b) Data Protection and Retention</p>
11	<p><b>Annual Governance Review 2022/2023</b> The accounts for 2022/23 have been signed off by the external auditor, committee is asked to note the attached written report.</p>
	<p><b>Grant Applications – Committee to consider the following requests</b></p> <p><b>Balance of Grants Budget as at 03.10.2023</b>  Small grants scheme £6,621   Youth partnership £18,052  Resilience funds (covid fund) £3,995   FOC hall hire, fully spent, no monies remaining  <b>Total Grant Funding available £28,668</b></p>
12	<p><b>Grant Recipient Thanks</b></p> <p>Committee is asked to note the following:</p> <p>a) Saffron Walden Initiative  SWI has returned their grant monitoring form, attached to the agenda noting the Dance in the Square success.</p> <p>b) Boys Brigade  SWTC has received the attached letter from the Boys Brigade passing thanks for their grant monies.</p> <p>c) The Diamonds  The Diamonds returned their grant monitoring form, attached to the agenda noting the Rock and Roll Bingo Fundraising event success.</p>

13	<p><b>Grant Request Enterprise East CIC – Free of Charge Hire Town Hall - £1,170.02</b></p> <p>EE CIC has requested free of charge hire of the Town Hall to host their Volunteering Awards Ceremony.</p>
14	<p><b>Uttlesford Foodbank - £500.00 toward Christmas Food Parcels</b></p> <p>Uttlesford Foodbank has requested £500.00 toward their Christmas food parcel service to support the fresh food element.</p>
15	<p><b>Uttlesford Citizen’s Advice - £15,000 – Running Costs</b></p> <p>SWTC has already set a budget provision of £12,000 to support UCA this financial year, 2023/24.</p> <p>UCA is seeking an increase of £3,000, equating to a £15,000 grant to support the increased cost in running the service which contributes toward various bills and training.</p>
16	<p><b>Urgent Information Items</b></p> <p>Any items to verbally report for information only</p>
17	<p><b>Date and time of Next Meeting</b></p> <p>20<sup>th</sup> November 2023 at 7.30pm in <b>the</b> Town Hall, Saffron Walden</p>
18	<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>
19	<p><b>Job Evaluation Scheme (JES)</b></p> <p>The JES review has concluded, and the report includes the recommendations going forward, which Committee is asked to consider. The report will be circulated to members separate to the agenda.</p> <p>This is confidential to comply with General Data Protection Rights.</p>