

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

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the Town Hall Saffron Walden on Tuesday 28<sup>th</sup> November 2023 at 9.00am

Present Councillors: Asker, de Vries (Chair), Eke, Gadd, McBirnie, Meloy and Reeve.

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

Public: Representative of Elmo Miniatures regarding the grant request (agenda item 12)

F & E 154-23	<b>Apologies for absence</b> Apologies were received and accepted from Cllrs Abercrombie, Coote, Shotropa
F & E 155-23	<b>To receive any Declarations of Interest</b> Cllr Asker, McBirnie and Reeve declared generic non-pecuniary interests as District Councillors for Uttlesford District Council. Cllr Gadd declared a non-pecuniary interest as County Councillor for Essex County Council.
F&E 156-23	<b>Public Speaking Time</b> - There were no questions arising.
F&E 157-23	<b>Committee agreed to bring forward agenda item 12, grant request.</b>
F&E 158-23	<b>Grant Request – Free of Charge Hire - £250 – Elmo Miniatures, charity gaming event</b> A representative of Elmo Miniatures was present and explained the grant request is seeking free of charge hall hire of Golden Acre to host a charity gaming event to support the armed forces charity, Felix Fund.  It was <b>Resolved:</b> To grant the free of charge hall hire request of £250, utilising the small grant budget.
F&E 159-23	<b>Minutes of the Finance &amp; Establishment Committee</b> The 16.10.2023 and 23.10.2023 minutes were accepted as a true and accurate records of those meetings and were signed by the Chairman.
<b>Financial Matters</b>	
F & E 160-23	<b>Expenditure – to be authorised</b> (a) Payment of the accounts received since 16.10.2023 were approved. (b) Payment of accounts for payments already made since 16.10.2023 were approved.

Signed as a true and accurate record .....  
Minutes of the Finance & Establishment Committee November 2023

F & E 161-23	<p><b>Tourist Information Centre</b></p> <p>(a) Committee received and noted the profit and loss account for October 2023.  (b) Committee received and noted the written update on the Food Tours and passed on their thanks to the Tourism Officer.</p>
F & E 162-23	<p><b>Monthly Reports</b></p> <p>Committee received and noted the following monthly reports:</p> <p>(a) Bank reconciliation statement with supporting statements  (b) Cash Book – showing all income and expenditure for October 2023.  (c) Income report broken down by budget code – year to date including comparison of income year to date against previous years.</p>
F & E 163-23	<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 164-23	<p><b>Internal Auditor's Report</b></p> <p>(a) Committee noted the internal auditor's report.  (b) Committee received a verbal update from the RFO addressing the query raised in the internal auditor's report regarding the transparency act and publication of contracts over £5,000 on the Town Council's website. It was noted Officers will review and present a report to a future F &amp; E meeting (likely February 2024).</p>
F&E 165-23	<p><b>First Draft Budget 2024/25</b></p> <p>Committee received the first draft budget as prepared by the Working Group The following was noted:</p> <p>(a) The budget presumes a 6% increase on the precept  (b) Budget assumes receipt of bank interest at £55k  (c) The ear marked reserves have been reviewed  (d) A carry forward figure from 2023/24 of circa £61k, this money largely arising from increased revenue in 2023/24 over budget.</p> <p>It was <b>Resolved:</b></p> <p>To recommend the budget to the December Full Council meeting for adoption.</p>
F&E 166-23	<p><b>Training</b></p> <p>Committee considered the written report detailing recommendations for future training for the Deputy Town Clerk.</p> <p><b>It was unanimously resolved:</b></p>

	To support the recommendation to fund the level four community governance course, subject to the Deputy Clerk signing the training agreement requesting repayment of fees should her employment with SWTC cease.
F & E 167-23	<b>Urgent Information Items</b> - There were no matters raised.
F & E 168-23	<b>Date and time of Next Meeting</b>  Monday 11 <sup>th</sup> December 2023 at 7.30pm in the Town Hall Saffron Walden

The Chairman closed the meeting at 10.30am

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