

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

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the Town Hall, Saffron Walden on Monday 19th June 2023 at 7.30pm

Present Councillors: Abercrombie (Walker), Coote (Chair), Gadd (from minute ref F&E 083-23) McBirnie, Reeve and Shotropa.

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

Public: None

	In the absence of the Committee Chair, Cllr Coote (Deputy Chair) chaired the meeting
F & E 075-23	Apologies for absence Apologies were received and accepted from Cllrs Asker, de Vries, Eke and Meloy.
F & E 076-23	To receive any Declarations of Interest Cllr Coote, McBirnie and Reeve declared a generic non-pecuniary interest as District Councillors for Uttlesford District Council.
F&E 077-23	Public Speaking Time There were no questions arising.
F&E 078-23	Minutes of the Finance & Establishment Committee May 2023 The minutes were accepted as a true and accurate record of that meeting and were signed by the Chairman.
Financial Matters	
F & E 079-23	Expenditure – to be authorised (a) Payment of the accounts received since 22 nd May 2023 were approved. (b) Payment of accounts for payments already made since 22 nd May 2023 were approved.
F & E 080-23	Tourist Information Centre The Committee received and noted the profit and loss account for May 2023 and the written quarterly update.
F & E 081-23	Monthly Reports Committee received and noted the following monthly reports:

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

	<p>(a) Bank reconciliation statement with supporting statements</p> <p>(b) Cash Book – showing all income and expenditure for May 2023</p> <p>(c) Income report broken down by budget code – year to date including comparison of income year to date against previous years.</p>
F & E 082-23	<p>Committee Hi-Light Reports</p> <p>The Committee received and noted the hi-light 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 083-23	Cllr Gadd Arrived
F&E 084-23	<p>Financial Administration for the year ending 2023/24</p> <p>Committee noted and approved the following documents relating to financial administration and management for 2023/24:</p> <p>(a) Internal Auditor's scope of works 2023/24, subject to approval by both SWTC and the internal auditor.</p>
	Grant Applications
F&E 085-23	<p>CraftAbility – Awarded Grant – Monitoring Document</p> <p>Committee noted the recently received monitoring document from CraftAbility, concluding this application process.</p>
F&E 086-23	<p>Roger Abbott – Motor Show – Free of Charge Hire Grant Request (value £150)</p> <p>Committee resolved to grant free of charge hire of the Common for the annual summer motor show event.</p>
	Staffing Matters
F&E 087-23	<p>Certificate in Local Council Administration (CiLCA)</p> <p>Committee noted and passed on their congratulations to the Committee Clerk who has passed the Society of Local Council Clerks Level 3 Certificate in Local Council Administration (CiLCA) qualification.</p>
F&E 088-23	<p>Pay Evaluation Scheme</p> <p>Committee noted the pay evaluation process is nearing conclusion with two appeals pending. The appeals are currently being determined by Local Council Consultancy in accordance with the agreed process and will be reported to a future Committee meeting</p>

Other Matters	
F&E 089-23	<p>Forward Plan</p> <p>Committee noted the forward plan attached to the agenda, noting it is provided for information purposes to ensure the Committee meets its statutory obligations on financial matters. It was agreed July should also include a financial update report regarding the former Natwest Bank.</p>
F & E 090-23	<p>Urgent Information Items</p> <p>There were no matters raised.</p>
F & E 091-23	<p>Date and time of Next Meeting</p> <p>Next meeting to be held on Monday 17th July 2023 at 7.30pm in the Town Hall, Saffron Walden</p>

The Chairman closed the meeting at 8.35pm