

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

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the Town Hall on Monday 17<sup>th</sup> July 2023 at 7.30pm

Present Councillors: Abercrombie, de Vries (Chair), Eke, Gadd, Meloy, Reeve and Shotropa.

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

Public: None

F & E 092-23	<b>Apologies for absence</b> Apologies were received and accepted from Cllrs Asker, Coote and McBirnie.
F & E 093-23	<b>To receive any Declarations of Interest</b> Cllr Reeve declared a generic non-pecuniary interest as District Councillor for Uttlesford District Council. Cllr Gadd declared a generic non-pecuniary interest as County Councillor for Essex County Council.
F&E 094-23	<b>Public Speaking Time</b> There were no questions arising.
F&E 095-23	<b>Minutes of the Finance &amp; Establishment Committee 19.06.23</b> The minutes were accepted as a true and accurate record of that meeting and were signed by the Chairman.
<b>Financial Matters</b>	
F & E 096-23	<b>Expenditure – to be authorised</b> (a) Payment of the accounts received since 19.06.2023 were approved. (b) Payment of accounts for payments already made since 19.06.2023 were approved.
F & E 097-23	<b>Tourist Information Centre</b> The Committee received and noted the profit and loss account for June 2023

F & E 098-23	<p><b>Monthly Reports</b></p> <p>Committee received and noted the following monthly reports:</p> <ul style="list-style-type: none"> <li>(a) Bank reconciliation statement with supporting statements</li> <li>(b) Cash Book – showing all income and expenditure for June 2023</li> <li>(c) Income report broken down by budget code – year to date including comparison of income year to date against previous years.</li> </ul>
F & E 099-23	<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>
	<p><b>Grant Applications</b></p>
F&E 100-23	<p><b>Uttlesford Community Safety Partnership</b></p> <p>Committee noted receipt of UDC’s grant monitoring form, which concludes the grant application process.</p>
F&E 101-23	<p><b>Resilience Funding</b></p> <p>Committee noted SWTC officers awarded monies to the Saffron Walden Ukrainian Society, to organise a trip to the beach for Ukrainian families. This is in line with the adopted attached Resilience Fund policy.</p>
	<p><b>Establishment</b></p>
F&E 102-23	<p><b>Staff Structure</b></p> <p>Committee noted the revised staff structure as attached to the agenda.</p>
F&E 103-23	<p><b>Employee Assistant Programme Health Assured</b></p> <p>Committee considered the proposed EAP Health Assured Services which has been recommended via Essex Association Local Councils, details of the service are found at <a href="https://www.healthassured.org/">https://www.healthassured.org/</a></p> <p>It was <b>Resolved:</b></p> <p>To adopt the service for staff and councillors at £750.00 annually.</p>
F & E 104-23	<p><b>Urgent Information Items</b></p> <p>There were no matters raised.</p>
F & E 105-23	<p><b>Date and time of Next Meeting</b></p> <p>Next meeting to be held on 18 September 2023 <b>at The Town Hall, Saffron Walden</b></p>

<p>F &amp; E 106-23</p>	<p><b>Confidential Item – Exclusion of Press and Public (Part II meeting)</b></p> <p>It was resolved 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>
<p>F &amp; E 107-23</p>	<p><b>Refurbishment Costs for Nos 3 and 5 Market Place (former Natwest Bank)</b></p> <p>Committee noted the written report, detailing an overview of expenditure against budget for refurbishment works.</p>

The Chairman closed the meeting at 9pm

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