

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

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the Town Hall Saffron Walden on Monday 18th September 2023 at 7.30pm

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

Officers: Georgia Arnold, Deputy Town Clerk
David Broomfield, Responsible Finance Officer (RFO)

Public: Representative of the Diamonds regarding agenda item 11
Representative of the Saffron Walden Round Table regarding agenda item 12

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| F & E 108-23 | Apologies for absence Apologies were received and accepted from Cllrs Asker, Coote, Eke and McBirnie. |
| F & E 109-23 | To receive any Declarations of Interest 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 110-23 | Public Speaking Time There were no questions arising. |
| F & E 111-23 | Committee unanimously resolved to bring forward agenda items 11 and 12, grant applications for consideration. |
| F & E 112-23 | Diamonds – Free of Chare Hire (Town Hall) The Diamonds representative explained they are seeking free of charge hall hire to host a 'Rock and Roll Bingo' night to raise money for Riding for the Disabled and Parkinson's – it was noted at last years fundraiser £2,000 profit was raised. It was unanimously resolved to grant the free of charge hall hire. |
| F & E 113-23 | Saffron Walden Round Table – Free of Chare Hire (the Common) The SWRT representative explained the fireworks event usually raises £10,000 for local charities and this year SWRT is hoping to also provide a bonfire alongside the fireworks this year, should enough monies be raised. It was unanimously resolved to grant the free of chare hire. |

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| F & E 114-23 | <p>Committee thanked both representatives for attending, and both left the meeting.</p> <p>Committee noted there is £723 available in the FOC hire budget and the Diamonds and SWRT exceeds this amount. It was unanimously resolved to award the two grants utilising the small grants scheme budget to fund the excess £324.</p> |
| F & E 115-23 | <p>Minutes of the Finance & Establishment Committee 17.07.2023</p> <p>The 17.07.2023 minutes were accepted as a true and accurate record of that meeting and were signed by the Chairman.</p> |
| Financial Matters | |
| F & E 116-23 | <p>Expenditure – to be confirmed and authorised</p> <p>The following items were all approved:</p> <p>5a.1, 5a.2 Invoices paid in August 5a.3 Invoices received since 24.08.2023</p> <p>Payment of accounts (for DDs, STOs, debit card payments and cheques already issued) 5b.1 July, 5b.2 August</p> |
| F & E 117-23 | <p>Tourist Information Centre</p> <p>The Committee received and noted the following papers:</p> <ul style="list-style-type: none"> 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 |
| F & E 118-23 | <p>Monthly Reports</p> <p>Committee received and noted the following 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> |
| F & E 119-23 | <p>Committee Hi-Light Reports</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 8a.1, 8a.2, 8b.1 and 8b.2.</p> |

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| F & E 120-23 | <p>Policies</p> <p>Committee noted the below policies recommended for re-adoption and the following was resolved:</p> <p>a) Access to Information</p> <p>Resolved: To re-adopt the policy subject to grammatical errors and confirmation as to whether reference should be given to confidential part two items.</p> <p>b) Privacy Notice</p> <p>Resolved: To re-adopt the policy but re-name it from <i>Privacy Notice</i> to <i>Privacy Policy</i>.</p> <p>c) Reserve's Policy</p> <p>Resolved: To re-adopt the policy with no changes.</p> <p>d) Menopause guidelines</p> <p>Resolved: To re-adopt the policy subject to formatting errors removing the text in bold were unnecessary.</p> <p>e) Investment policy</p> <p>Committee noted: the proposed changes copied in the policy in red font, extract below:</p> <p><i>The RFO is authorised to place on investment a sum of up to £500,000 on a medium-term basis (up to six months) to improve the return to the Council. The RFO is authorised to place on investment a sum of up to one million pounds up to one month.</i></p> <p>Resolved: To re-adopt the policy with the following revisions:</p> <p>Deletion of the final paragraph named <i>Current Investments</i> and to change the proposed changes (above) to the following:</p> <p><i>The RFO is authorised to place on investment a sum of:</i></p> <ul style="list-style-type: none"> - <i>£500,000 for 12 months</i> - <i>And a further £500,000 on a medium-term basis of up to six months</i> <p><i>This is to improve the return to the Council.</i></p> |
| F & E 121-23 | <p>Internal Controls and Risk Assessment</p> <p>Committee noted the proposed changes to the internal controls and risk assessment, it was resolved to adopt both documents, subject to correction in review dates listed in the content.</p> |

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| F & E 122-23 | <p>Winning Minds – Free of Charge hire (Town Hall)</p> <p>Committee considered the grant application noting it is a private limited company and ordinarily grant applicants are charitable organisations. It was resolved not to grant the request.</p> |
| F & E 123-23 | <p>Forward Plan</p> <p>Committee noted the forward plan regarding future agenda items.</p> |
| F & E 124-23 | <p>Urgent Information Items</p> <p>There were no matters raised.</p> |
| F & E 125-23 | <p>Date and time of Next Meeting</p> <p>Next meeting to be held on 16th October 2023 at The Town Hall, Saffron Walden</p> |

The Chairman closed the meeting at 9pm