

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

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the Town Hall, Saffron Walden on Monday 11th December 2023 at 7.30pm

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

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

Public: None

F & E 169-23	Apologies for absence Apologies were received and accepted from Cllrs Abercrombie, Coote, McBirnie, Reeve and Shotropa.
F & E 170-23	To receive any Declarations of Interest Cllr Asker 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 171-23	Public Speaking Time There were no questions arising.
F&E 172-23	Minutes of the Finance & Establishment Committee 28.11.2023 The 28.11.2023 minutes were accepted as a true and accurate record of that meeting and were signed by the Chairman.
Financial Matters	
F & E 173-23	Expenditure – to be authorised (a) Payment of the accounts received since 28.11.2023 were approved. (b) Payment of accounts for payments already made since 28.11.2023 were approved.
F & E 174-23	Tourist Information Centre The Committee received and noted the profit and loss account for November 2023
F & E 175-23	Monthly Reports Committee received and noted the following monthly reports:

	<p>(a) Bank reconciliation statement with supporting statements. It was agreed that future reconciliations should separately show monies invested with DMO</p> <p>(b) Cash Book – showing all income and expenditure for November 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 176-23	<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 177-23	<p>Policies</p> <p>a) Committee re-adopted the Domestic Abuse Policy with no changes and a review date of three years.</p> <p>b) Committee noted the Data Protection and Retention policy was reviewed in October 2023 and it was requested to ensure the document is in line with Uttlesford District Council's (UDC). UDC is undertaking a review of their policy so it was agreed this would be revisited at a future F&E committee meeting.</p>
F&E 178-23	<p>Royal British Legion (RBL) – Grant Monitoring Form</p> <p>Committee noted receipt of the RBL's grant monitoring form, which concludes this application for information only.</p>
F & E 179-23	<p>Urgent Information Items</p> <p>There were no matters raised.</p>
F & E 180-23	<p>Date and time of Next Meeting</p> <p>Next meeting to be held Monday 22nd January 2024 at 7.30pm in the Town Hall, Saffron Walden</p>
F&E 181-23	<p>Confidential Item – Exclusion of Press and Public (Part II meeting)</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>
F&E 182-23	<p>Employee Request for Flexible Working hours</p> <p>Committee unanimously agreed to the recommendations within the written report as presented.</p>

The Chairman closed the meeting at 8.50pm