

The Town Hall  
Market Street  
Saffron Walden  
CB10 1HZ

Tel: 01799 516501  
www: [saffronwalden.gov.uk](http://saffronwalden.gov.uk)



## **Agenda**

### **Finance & Establishment Committee**

To Committee Members: Councillors Asker, Abercrombie (Walker), Coote (Deputy Chair), de Vries (Chair), Eke, Gadd, McBirnie, Meloy, Reeve and Shotropia.

You are summoned to attend a MEETING of the FINANCE & ESTABLISHMENT COMMITTEE of SAFFRON WALDEN to be held in the Town Hall Saffron Walden on **Monday 11<sup>th</sup> December 2023** commencing at **7.30pm** to transact the business as set out in the agenda below.

All other Councillors are welcome to attend this meeting but will not be formal members of the committee and will not receive any voting rights. Non-Committee members will not be able to participate in or remain present for any discussions held under Part 2, Confidential Matters

### **Meetings and the Public**

Members of the public and press are welcome to attend any of the Council's Full Council or Committee meetings and listen to the debate. All agendas, reports and minutes can be viewed on the Council's website [www.saffronwalden.gov.uk](http://www.saffronwalden.gov.uk). For background papers in relation to this meeting please contact [enquiries@saffronwalden.gov.uk](mailto:enquiries@saffronwalden.gov.uk) or phone 01799 516501

The agenda may be split into two parts. Most of the business will be dealt with in Part I which is open to the public. Part II (if applicable) includes items which may be discussed in the absence of the press or public, as they deal with information which is personal or sensitive for some other reason. The press and public will be asked to leave the meeting before Part II items are discussed.

Members of the public are permitted to ask questions at any of these meetings, with each meeting including an agenda item for questions from the public. Members of the public are not required to register in advance of the meeting but it may be useful if you notify your intention to speak either in advance of or at the meeting by emailing: [townclerk@saffronwalden.gov.uk](mailto:townclerk@saffronwalden.gov.uk). If you wish to register at the meeting, please indicate your desire to speak at the allocated Public Speaking Time.

### **Facilities for people with disabilities**

The Council Offices has facilities for wheelchair users, including lifts and toilets.

### **Fire/emergency evacuation procedure**

If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest designated fire exit. You will be directed to the nearest

exit by a designated officer. It is vital you follow their instructions.

**For information about this meeting please contact the Town Council:**

Telephone: 01799 516501 / Email: [enquiries@saffronwalden.gov.uk](mailto:enquiries@saffronwalden.gov.uk)

General Enquiries – Saffron Walden Town Council Offices, The Town Hall, Market Place, Saffron Walden, CB10 1HR | Website: [www.saffronwalden.gov.uk](http://www.saffronwalden.gov.uk)

**Recording of meetings**

Meetings will be recorded where possible and practicable to do so.

**General Data Protection Regulations (GDPR) 2018:**

For details of the Town Council's Privacy Notice, please visit our website: <http://saffronwalden.gov.uk/policies/>



**Lisa Courtney, Town Clerk**

6 December 2023

1	<b>Apologies for absence</b> To receive apologies and consider requests for approved absence.
2	<b>To receive any Declarations of Interest</b> Members and officers are invited to make any declarations of interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is considered.
3	<b>Public Speaking Time</b> For the public or Press to ask questions of the Committee on matters relating to the agenda.
4	<b>Minutes of the last meeting of the Finance &amp; Establishment Committee</b> To verify the Minutes of the Committee meeting held on 28.11.2023.
	<b>Financial Matters</b>
	The following are standard items for consideration for a Committee meeting, focussing on business matters
5	<b>Expenditure – to be authorised</b> (a) To approve the payment of the invoices received since 28.11.2023. BACS and Cheques for these invoices have not yet been authorised, awaiting approval by this meeting. (b) To approve payments or DDs, STOs, debit card payments and cheques already issued since 28.11.2023.

6	<p><b>Tourist Information Centre</b></p> <p>Profit and Loss Account for November 2023.</p>
7	<p><b>Monthly Reports</b></p> <p>(a) Bank reconciliation statement with supporting statements.  (b) Cash Book – showing all income and expenditure for the month of November 2023.  (c) Income report, broken down by budget code – year to date including comparison of income year to date for prior years.</p>
8	<p><b>Committee Hi-Light Reports</b></p> <p>To receive and note the reports from the RFO being a highlight report bringing to the attention of Committee any items for note or action. Documents 8(a) and 8(b) refer.</p>
<p><b>Establishment</b></p>	
9	<p><b>Policies</b></p> <p>a) Committee is recommended to re-adopt Domestic Abuse Policy with no changes and a review date of three years.  b) Data Protection and Retention – this policy was re-adopted at the October 2023 committee meeting.  It was agreed to re-present the document at a future committee meeting ensuring the policy is in line with Uttlesford District Council's. SWTC officers have been informed the UDC policy is currently under review, and it is recommended SWTC adopts the revised UDC policy once completed in the new year. An update will be provided at a future Committee meeting.</p>
<p><b>Grant Applications</b></p>	
10	<p><b>Royal British Legion (RBL) – Grant Monitoring Form</b></p> <p>In April 2023, RBL was granted monies to support Remembrance Day 2023, see attached their completed monitoring form which concludes this application for information only.</p>
11	<p><b>Urgent Information Items - Any items to verbally report for information only</b></p>
12	<p><b>Date and time of Next Meeting</b></p> <p>Monday 22<sup>nd</sup> January 2024 at 7.30pm in the Town Hall, Saffron Walden</p>
13	<p><b>Employee Request - Working Hours</b></p> <p>This matter is confidential due to data protection regulations.</p> <p>To consider a formal employee request to adjust their working hours. This request has been received in accordance with the Town Council's flexible working policy.</p>