

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

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held on Monday 22<sup>nd</sup> January 2024 in the Town Hall Saffron Walden at 7.30pm

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

Officers: David Broomfield, Responsible Finance Officer (RFO)

Public: None

F & E 001-24	<b>Apologies for absence</b> Apologies were received and accepted from Cllrs Abercrombie, Coote, McBirnie and Shotropa.
F & E 002-24	<b>To receive any Declarations of Interest</b> Cllr Asker and 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 003-24	<b>Public Speaking Time</b> There were no questions arising.
F&E 004-24	<b>Minutes of the Finance &amp; Establishment Committee December 2023</b> The 11.12.2023 minutes were accepted as a true and accurate record of that meeting and were signed by the Chairman.
<b>Financial Matters</b>	
F & E 005-24	<b>Expenditure – to be authorised</b> (a) Payment of the accounts received since 11.12.2023 were approved. (b) Payment of accounts for payments already made since 11.12.2023 were approved.
F & E 006-24	<b>Tourist Information Centre</b> The Committee received and noted the profit and loss account for December 2023
F & E 007-24	<b>Monthly Reports</b> Committee received and noted the following monthly reports:  (a) Bank reconciliation statement with supporting statements

	<p>(b) Cash Book – showing all income and expenditure for December 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 008-24	<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 8a, 8b, 8c.</p>
F & E 009-24	<p><b>EALC Announcement- Government grants no tax referendum principles in 2024/25 for Local Councils</b></p> <p>Committee noted the government has excluded local (town and parish) councils from council tax referendum principles in 2024/2025.</p>
	<p><b>Grant Applications</b></p>
F&E 010-24	<p><b>Returned Grant Monitoring Forms</b></p> <p>Committee noted the following grant recipients returned their completed grant monitoring forms, concluding the following grant applications.</p> <p>a) Saffron Walden Round Table – Free of Charge Hire – 2023 Fireworks</p> <p>b) Uttlesford Foodbank – Small Grant £500 – 2023 Christmas hampers</p>
	<p><b>Establishment</b></p>
F&E 011-24	<p><b>Data Retention and Protection Policy</b></p> <p>Committee noted UDC is not due to complete their review of their data protection policies until end March 2024, a further update will be provided at a future committee meeting.</p>
F & E 012-24	<p><b>Urgent Information Items</b></p> <p>There were no matters raised.</p>
F & E 013-24	<p><b>Date and time of Next Meeting</b></p> <p>Next meeting to be held on Monday 19<sup>th</sup> February 2024 at 7.30pm in the Town Hall Saffron Walden</p>

The Chairman closed the meeting at 8.20pm