

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

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the Town Hall Saffron Walden on Monday 19 February 2024 at 7.30pm

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

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

Public: None

F & E 014-24	<b>Apologies for absence</b> Apologies were received and accepted from Cllrs Abercrombie, Coote, Eke, Gadd, McBirnie and Shotropa.
F & E 015-24	<b>To receive any Declarations of Interest</b> Cllrs Asker and Reeve declared a generic non-pecuniary interest as District Councillor for Uttlesford District Council.
F & E 016-24	<b>Public Speaking Time</b> There were no questions arising.
F & E 017-24	<b>Minutes of the Finance &amp; Establishment Committee – January 2024</b> The 22.01.2024 minutes were accepted as a true and accurate record of that meeting and were signed by the Chairman.
<b>Financial Matters</b>	
F & E 018-24	<b>Expenditure – to be authorised</b> (a) Payment of the accounts received since 22.01.2024 were approved. (b) Payment of accounts for payments already made since 22.01.2024 were approved.
F & E 019-24	<b>Tourist Information Centre</b> The Committee received and noted the profit and loss account for January 2024
F & E 020-24	<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 January 2024</p> <p>(c) Income report broken down by budget code – year to date including comparison of income year to date against previous years. The RFO noted that overall income was anticipated as being approximately £92,000 over budget, along with a saving of £8,000 on expenditure.</p>
F & E 021-24	<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 8(a) or 8(b).</p> <p><b>It was resolved:</b> To bring a report to a future meeting (either F &amp; E or Full Council) regarding the status of outstanding S106 monies, due to SWTC</p>
F & E 022-24	<p><b>Debt Management Office Investment Update</b></p> <p>Committee noted the written report detailing the interest monies received.</p>
	<b>Grant Applications</b>
F&E 023-24	<p><b>Grant Application – Crucial Crew Uttlesford District Council - Free of Charge Hire £2,500</b></p> <p>Committee agreed to grant free of charge hire of Bridge End Garden for UDC to host their Crucial Crew sessions in the summer.</p>
F&E 024-24	<p><b>Grant Application – Hope Community Association - £500.00</b></p> <p>Committee raised the following queries regarding the application:</p> <ul style="list-style-type: none"> <li>(a) How the organisation differs from the Foodbank, which SWTC already supports.</li> <li>(b) How the organisation identifies families to support and do they work alongside the foodbank or not.</li> </ul> <p><b>It was resolved:</b></p> <ul style="list-style-type: none"> <li>(c) To defer the decision, pending further information from the applicant who would be requested to attend the next meeting and/or provide a written response to the queries raised.</li> </ul>
	<b>Establishment</b>
F&E 025-24	<p><b>HR Review – Gold Status</b></p> <p>Committee noted, third-party HR advisor Stallard Kane, has re-awarded SWTC with “Gold Status” for its HR management, leadership and administration of employment matters and HR systems. Committee passed on congratulations.</p>

F & E 026-24	<b>Urgent Information Items</b> There were no matters raised.
F & E 027-24	<b>Date and time of Next Meeting</b> Next meeting to be held on Monday 25 <sup>th</sup> March 2024 at 7.30pm in the Town Hall, Saffron Walden

The Chairman closed the meeting at 8.20pm