

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 Shotropa.

You are summoned to attend a MEETING of the FINANCE & ESTABLISHMENT COMMITTEE of SAFFRON WALDEN to be held in the Town Hall, on **Monday 18<sup>th</sup> March 2024** 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**

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### **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**

13<sup>th</sup> March 2024

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 in 19.02.2024.
	<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 19.02.2024. 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 19.02.2024.

6	<p><b>Tourist Information Centre</b> Profit and Loss Account for February 2024</p>
7	<p><b>Monthly Reports</b> (a) Bank reconciliation statement with supporting statements. (b) Cash Book – showing all income and expenditure for the month of February 2024 (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> 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>An additional report (8c) is attached being a cash-flow forecast, projected to March 2026. Committee to note the cash-flow forecast will be more accurate on conclusion of the 2023/24 year end.</p>
9	<p><b>Town Clerk Authentication Card</b></p> <p>Committee to approve the issuing of a Lloyds Bank Authentication Card Online for Business in the name of the Town Clerk so that, in the absence of the RFO, she can manage the Debt Management Office process and print out bank statements.</p>
	<p><b>Grant Applications – Committee to consider the following requests</b> <i>Balance of Grants Budget</i> Small grants scheme £1000 Youth partnership £6052 Resilience funds (covid fund) £3005 FOC hall hire £00 spent <i>Total Grant Funding available £10,057</i></p>
10	<p><b>Saffron Walden Initiative – Dance in the Square (Free of charge Town Hall hire and £1,000 monetary costs toward the stage)</b></p> <p>SWI is seeking</p> <ol style="list-style-type: none"> <li>1. Free of charge hire of the Town Hall</li> <li>2. and an additional £1000 toward the PA system for the Dance in the Square event.</li> </ol> <p>Committee is asked to note, SWTC typically only grants £500 and only one application per annum for each organisation.</p>
11	<p><b>Saffron Walden Round Table Free of Charge Hire Bridge End Garden - £1260</b></p> <p>SWRT is seeking free of charge hire of BEG on 31<sup>st</sup> March 2024 to host their Easter Egg hunt activity day. This has been hosted in the gardens in the past and SWRT set up and clear up themselves.</p>

12	<p><b>Grant Application – Hope Community Association - £500.00</b></p> <p>At the February meeting it was resolved: F&amp;E 024-24: <i>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.</i></p> <p>A representative will be in attendance to speak further to the application.</p>
13	<p><b>Urgent Information Items</b></p> <p>Any items to verbally report for information only</p>
14	<p><b>Date and time of Next Meeting</b></p> <p>Monday 22<sup>nd</sup> April 2024 at 7.30pm in the Town Hall, Saffron Walden</p>
15	<p><b>Confidential Item – Exclusion of Press and Public (Part II meeting)</b></p> <p>To resolve 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>
16	<p><b>Staffing Report</b></p> <p>Committee is asked to note the attached staffing report for information only. This report has been requested by a member of committee.</p>