

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

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the Town Hall Saffron Walden on Wednesday 8th January 2025 at 14.00

Present Councillors: Coote, de Vries (Chair), Eke, Freeman, Gadd, Meloy, McLellan, Parker and Reeve (Deputy Chair).

Officers: Deputy Town Clerk, Responsible Finance Officer (RFO) and Operations Manager.

Public: None

F & E 001-25	<p>Apologies for absence</p> <p>Apologies were received and accepted from Cllrs Ahmed, McBirnie and Shotropa.</p> <p>Cllr McLellan substituted for Cllr Ahmed.</p>
F & E 002-25	<p>To receive any Declarations of Interest</p> <p>Cllrs Coote, Freeman 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.</p>
F&E 003-25	<p>Public Speaking Time</p> <p>There were no questions arising.</p>
F&E 004-25	<p>Minutes of the Finance & Establishment Committee</p> <p>a. The 09.12.2024 minutes were accepted as a true and accurate record of that meeting and were signed by the Chairman.</p> <p>b. The 20.12.2024 minutes were accepted as a true and accurate record of the meeting with the following amendments:</p> <p>i. Removal of draft minute references: F&E 198-24a, b, j, k and s.</p> <p>ii. Amendment of draft minute reference F&E 198-24d to read <i>Cllr Gadd proposed committee should amend the budget</i> (previously read as 'reject the budget').</p> <p>iii. Removal of the second sentence of draft minute reference F&E 198-24g.</p> <p>iv. Rewording of draft minute reference F&E 198-24h.</p> <p>v. Amending draft minute F&E 198-24i</p> <p>a. Adding an additional item (i-v) to read <i>'to reduce precept rise to 5%'</i></p> <p>b. (i) removal of the second sentence.</p> <p>vi. Removal of the second sentence of draft minute reference F&E 198-24ni.</p>
F&E 005-25	<p><i>At 15.10 the Chair, Cllr de Vries left the meeting.</i></p> <p><i>The Deputy Chair, Cllr Reeve continued to chair the meeting.</i></p>

<p>F & E 006-25</p>	<p>Second Draft Budget</p> <p>Committee received the written report attached to the agenda, detailing proposed additions or removals from the budget, as requested at the December meeting.</p> <p>Committee resolved to:</p> <ul style="list-style-type: none"> a. Grant Saffron Hall £8k b. Grant Saffron Screen £2k c. Remove 20 resourcing hours from the TIC <ul style="list-style-type: none"> i. Committee retained the anticipated income; it was anticipated the reduced hours can be replenished with volunteers. d. Remove the proposed addition of 12 administration hours and to retain £10k hiring income. <ul style="list-style-type: none"> i. Officers explained without the increase in hours the income should be reduced; this was noted by the committee. <p>Committee further resolved therefore to:</p> <ul style="list-style-type: none"> e. Recommend the budget (with the above changes) to January Full Council. This being a budget of £1,442,316, being a precept increase of 5.32%.
<p>F & E 007-25</p>	<p>Urgent Information Items</p> <p>There were no matters raised.</p>
<p>F & E 008-25</p>	<p>Date and time of Next Meeting</p> <p>Next meeting to be held on Monday 20 January at 7.30pm</p>

The Chairman closed the meeting at 16.20