

**FINANCE & ESTABLISHMENT COMMITTEE**

**SAFFRON WALDEN TOWN COUNCIL**

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the Town Hall Saffron Walden on Monday 18 March 2024 at 7.30pm

Present Councillors: Abercrombie, de Vries (Chair), Eke, Gadd, Meloy, Reeve and Shotropa.

Officers: Lisa Courtney, Town Clerk and David Broomfield, Responsible Finance Officer

Public: Representative of Hope Community Association and two representatives of Saffron Walden Initiative.

F & E 028-24	<p><b>Apologies for absence</b></p> <p>Apologies were received and accepted from Cllrs Asker, Coote and McBirnie.</p>
F & E 029-24	<p><b>To receive any Declarations of Interest</b></p> <p>Cllr Reeve declared a generic non-pecuniary interest as District Councillor for Uttlesford District Council.</p> <p>Cllrs Gadd and Meloy declared non-pecuniary interests as members of Saffron Walden Initiative.</p> <p>Cllr Gadd declared a generic non-pecuniary interest as County Councillor for Essex County Council.</p>
F&E 030-24	<p><b>Public Speaking Time</b> - There were no questions arising.</p>
F&E 031-24	<p><b>Committee agreed to bring forward the following grant applications.</b></p>
F&E 032-24	<p><b>Grant Application Saffron Walden Initiative Dance in the Square (Free of Charge Town Hall hire and £1000 monetary costs)</b></p> <p>The two representatives explained the Dance in the Square is a successful annual event, held on a free of charge basis to the community. SWI is seeking free of charge hire of the Town Hall and an additional £1000 toward the PA system.</p> <p>It was unanimously resolved to: Grant free of charge hire of the Town Hall and an additional £500 grant money (as opposed to the £1,000 requested) should the grant funding be necessary. It was further resolved that should the SWI have a deficit in funding for this event, it would be welcome to make a further grant application in July 2024.</p>

F&E 033-24	<p><b>Grant Application Hope Community Association £500</b></p> <p>A representative of Hope Community Association was present and explained the organisation has been in place since 2019 and supports families in need by referrals from Citizens Advice and Schools.</p> <p>The service is similar to the Foodbank but additionally offers 'bags of hope' with meals three times a year; it further provides a community space to meet up and form friendships. The organisation also refers families to the Foodbank where required.</p> <p>Hope Community Association currently supports 58 families, it was 35 during the Covid pandemic.</p> <p>It was unanimously resolved to: Grant the £500 for secular purposes.</p>
F&E 034-24	<p><b>Minutes of the Finance &amp; Establishment Committee 19.02.2024</b></p> <p>The minutes were accepted as a true and accurate record of that meeting and were signed by the Chairman.</p>
<b>Financial Matters</b>	
F & E 035-24	<p><b>Expenditure – to be authorised</b></p> <p>(a) Payment of the accounts received since 19.02.2024 were approved. (b) Payment of accounts for payments already made since 19.02.2024 were approved.</p>
F & E 036-24	<p><b>Tourist Information Centre</b></p> <p>The Committee received and noted the profit and loss account for February 2024. It was agreed that the format for this report should be amended for the 2024/25 accounting period.</p>
F & E 037-24	<p><b>Monthly Reports</b></p> <p>Committee received and noted the following monthly reports:</p> <p>(a) Bank reconciliation statement with supporting statements (b) Cash Book – showing all income and expenditure for February 2024. (c) Income report broken down by budget code – year to date including comparison of income year to date against previous years.</p>
F & E 038-24	<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>

Signed as a true and accurate record .....

Minutes of the Finance & Establishment Committee 18<sup>th</sup> March 2024

F & E 039-24	<p><b>Town Clerk Authentication Card</b></p> <p>It was resolved to approve issuing of a Lloyds Bank Authentication Card Online or business in the name of the Town Clerk, for use in the absence of the RFO.</p>
F & E 040-24	<p><b>Grant Application Saffron Walden Round Table Free of Charge Hire Bridge End Garden</b></p> <p>It was resolved to approve the application subject to receipt of a child protection policy.</p>
F & E 041-24	<p><b>Urgent Information Items</b></p> <p>There were no matters raised.</p>
F & E 042-24	<p><b>Date and time of Next Meeting</b></p> <p>Next meeting to be held on Monday 22<sup>nd</sup> April 2024 <b>at The Town Hall, Saffron Walden</b></p>
F&E 043-24	<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>
F&E 044-24	<p><b>Staffing Report</b></p> <p>Committee noted the attached staffing report, with no further comments. This report had been requested by a Committee member.</p>

The Chairman closed the meeting at 9.10pm