

FINANCE & ESTABLISHMENT COMMITTEE
SAFFRON WALDEN TOWN COUNCIL

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the Town Hall, Saffron Walden on Monday 17 March 2025 at 7.30pm

Present Councillors: Coote, de Vries (Chair), Eke, Freeman and Meloy

Officers: Deputy Town Clerk and Responsible Finance Officer (RFO)

Public: Representative of Accuro regarding agenda item 12

F & E 028-25	Apologies for absence Apologies were received and accepted from Cllrs Ahmed, Gadd, McBirnie, Parker, Reeve and Shotropa.
F & E 029-25	To receive any Declarations of Interest Cllr Coote and Freeman declared a generic non-pecuniary interest as District Councillor for Uttlesford District Council.
F&E 030-25	Public Speaking Time There were no questions arising.
F&E 031-25	Committee agreed to bring forward agenda item 12, Grant Request Accuro Free of Charge Common Hire £150 Santa Dash
F&E 032-25	Grant Request Accuro Free of Charge Common Hire £150 Santa Dash The representative explained the Santa Dash is an inclusive fundraising event which has taken place for three years. It was resolved: To grant Accuro free of charge hire of the Common to host the Santa Dash event in December 2025. The representative left the meeting.
F&E 033-25	Minutes of the Finance & Establishment Committee February 2025 Committee discussed draft minute reference F&E 021-25 C, further noting an amendment was suggested by Cllr Gadd via email. It was resolved: The Chair and Deputy Clerk would revert to the audio recording and re-present the minutes to the April committee meeting.
Financial Matters	
F & E 034-25	Expenditure – to be authorised (a) Payment of the accounts received since 17.02.2025 were approved. (b) Payment of accounts for payments already made since 17.02.2025 were approved.

F & E 035-25	<p>Tourist Information Centre</p> <p>The Committee received and noted the profit and loss account for February 2025 and the quarterly update report.</p>
F & E 036-25	<p>Monthly Reports</p> <p>Committee received and noted the following monthly reports:</p> <ul style="list-style-type: none"> (a) Bank reconciliation statement with supporting statements (b) Cash Book – showing all income and expenditure for February 2025 (c) Income report broken down by budget code – year to date including comparison of income year to date against previous years.
F & E 037-25	<p>Committee Hi-Light Reports</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(c).</p>
F & E 038-25	<p>Internal auditor report</p> <p>Committee received and noted the interim internal audit report and the officer covering report.</p>
F&E 039-25	<p>Financial Regulation Requirement 2.6</p> <p>Committee noted Cllr Reeve was appointed by Committee in September 2024 to verify bank reconciliations (for all accounts) produced by the RFO (this being financial regulation 2.6). The RFO confirmed this had taken place.</p>
F&E 040-25	<p>Grant Request Saffron Walden Round Table Free of Charge Bridge End Garden Hire Easter Event</p> <p>Committee considered the grant request, seeking free of charge hire of Bridge End Garden to host their Easter Event.</p> <p>It was resolved: To grant the free of charge hire request.</p>
F & E 041-25	<p>Urgent Information Items</p> <p>There were no matters raised.</p>
F & E 042-25	<p>Date and time of Next Meeting</p> <p>Tuesday 22nd April 2025 at 7.30pm in the Town Hall , Saffron Walden (not Monday as this is Bank Holiday)</p>

The Chairman closed the meeting at 8.35pm