

The Town Hall
Market Street
Saffron Walden
CB10 1HZ

Tel: 01799 516501
www: saffronwalden.gov.uk



Agenda Finance & Establishment Committee

To Committee Members: Councillors: Ahmed (Mayor), Coote, de Vries (Chair), Eke, Freeman (Leader), McBirnie, Meloy, Hawke-Smith, Parker and McLellan (Deputy Chair).

You are summoned to attend a MEETING of the FINANCE & ESTABLISHMENT COMMITTEE of SAFFRON WALDEN to be held in the Town Hall, on **Monday 16th June 2025** 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. For background papers in relation to this meeting please contact 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. 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

The Council Offices has facilities for wheelchair users, including lifts and toilets.

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

General Enquiries – Saffron Walden Town Council Offices, The Town Hall, Market Place, Saffron Walden, CB10 1HR | Website: 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

11 June 2025

1	Apologies for absence To receive apologies and consider requests for approved absence
2	To receive any Declarations of Interest 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	Public Speaking Time For the public or Press to ask questions of the Committee on matters relating to the agenda.
4	Minutes of the last meeting of the Finance & Establishment Committee To verify the Minutes of the Committee meeting held in 19.05.2025
	Financial Matters The following are standard items for consideration for a committee meeting, focussing on business matters
5	Expenditure – to be authorised (a) To approve the payment of the invoices received since 19.05.2025. 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 19.05.2025
6	Tourist Information Centre Profit and Loss Account for May 2025

7	<p>Monthly Reports</p> <p>(a) Bank reconciliation statement with supporting statements. (b) Cash Book – showing all income and expenditure for the month of May 2025 (c) Income report, broken down by budget code – year to date including comparison of income year to date for prior years.</p>
8	<p>Committee Hi-Light Reports</p> <p>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>
9	<p>Financial Administration for the year ending 2025/26</p> <p>Committee to receive and consider the following documents relating to financial administration and management for 2025/26:</p> <p>(a) Internal Auditor’s scope of works, seeking appointment of the internal auditor and committee considers the independence and competence of the Internal Auditor (b) Risk Assessments (c) Internal Control Measures</p>
10	<p>Committee Reports</p> <p>The F&E Committee currently receives a series of monthly reports, including;</p> <p>(a) List of payments for approval (mandatory) (b) List of payments made since last payment (ie DD/STOs/Credit card) (mandatory) (c) Profit and loss account for Tourist information Centre (discretionary) (d) Bank reconciliation statement (as per financial regulations) (e) Cash book (as per financial regulations) (f) Income report (g) Update on the progress of grants SWTC has applied for (discretionary)</p> <p>Committee is requested to consider:</p> <p>i. Continuation of the current discretionary reports monthly or to reconsider their inclusion and/or scheduling on a less frequent basis ii. Any other additional reports Committee may require</p>
	<p>Grants</p>
11	<p>Saffron Walden Round Table – Grant Monitoring Form – Bridge End Garden FOC Hire</p> <p>To receive and note the attached grant monitoring form for the free of charge hire of Bridge End Garden.</p>

12	<p>Grant Request – Motor Show – Free of Charge Hire of the Common £15.00</p> <p>Committee is asked to consider the attached grant application form, requesting free of charge hire of the Common to host the annual Motor Show, equating to £150.00.</p>
13	<p>SWTC Grant Review Programme</p> <p>As previously resolved by this Committee, a revised grants policy will come forward to Committee for consideration. This policy will have reference to the Council’s corporate priorities/objectives. Committee is requested to note this work will be completed following a review of corporate priorities and may form an integral part of the 2025/26 budget setting process.</p>
14	<p>Urgent Information Items</p> <p>Any items to verbally report for information only</p>
15	<p>Date and time of Next Meeting</p> <p>Monday 21 July 2025 at 7.30pm in the Town Hall, Saffron Walden</p>