

The Town Hall  
Market Street  
Saffron Walden  
CB10 1HZ

Tel: 01799 516501  
www: saffronwalden.gov.uk



## **Agenda Finance & Establishment Committee**

To Committee Members: Councillors: Coote, de Vries (Chair), Freeman, Gadd, McBirnie, Meloy, Reeve, Parker 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 21<sup>st</sup> October 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**

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](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

16<sup>th</sup> October 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 16.09.2024.
	<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 16.09.2024. 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 16.09.2024.

6	<p><b>Tourist Information Centre</b></p> <p>(a) Profit and Loss Account for September 2024.  (b) To receive an update report from the TIC staff</p>
7	<p><b>Monthly Reports</b></p> <p>(a) Bank reconciliation statement with supporting statements.  (b) Cash Book – showing all income and expenditure for the month of September 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></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 8a-c refer.</p>
9	<p><b>Precept Tranche</b>  The second precept tranche of £684,919 for 2024/25 was received on 26<sup>th</sup> September 2024.</p>
10	<p><b>Annual Governance Review</b>  The accounts for 2023/24 have been signed off by the external auditor, committee is asked to note the attached reports.</p>
11	<p><b>Financial Regulations Requirement 2.6</b></p> <p>Cllr Reeve was appointed by Committee in September to <i>verify bank reconciliations (for all accounts) produced by the RFO</i> (this being financial regulation 2.6).</p> <p>Cllr Reeve shall report this back to committee at this meeting.</p>
12	<p><b>Faster Payments Online System</b></p> <p>Committee is asked to consider the attached officer report, detailing the recommendation to apply for a Faster Payments Online System.</p>
	<p><b>Grant Applications – Committee to consider the following requests</b></p> <p><b>Balance of Grants Budget as at 14.10.2024</b></p> <p>Small grants scheme None  Youth partnership £5,732  Resilience funds (covid fund) £2,684  FOC hall hire £1,037</p> <p><b>Total Grant Funding available £9453</b></p>

13	<p><b>Grant Request Dig It Community Allotment - £500</b></p> <p>Dig It Community Allotment is requesting £500 toward staff costs for their gardening sessions.</p>
14	<p><b>Grant Request Saffron Walden Initiative (SWI) - £500</b></p> <p>SWI is requesting £500 toward the PA for the Late-Night Shopping event. For information:</p> <ol style="list-style-type: none"> <li>a. SWI received free of charge hire for the Dance in the Square 2024, the SWTC grant guidelines encourage one application per annum.</li> <li>b. In addition to the above (a) SWTC incurred £340 in staffing costs in supporting the Dance in the Square 2024 with several operational duties.</li> <li>c. In July SWI requested additional funds and the following was agreed: <i>(F&amp;E 106-24) It was Resolved: Not to grant this application acknowledging the grant procedure allows for one application each annum per organisation which has been granted. Whilst acknowledged SWI had been actively invited to reapply, the Committee was mindful of the need utilise and allocate funds across the community and with limited funds, it was important to ensure a fair distribution of community grants.</i></li> </ol>
15	<p><b>Completed Grant Monitoring Form U3A</b></p> <p>Committee is asked to note the attached completed grant monitoring form received from U3A who received free of charge hall hire for their celebration event.</p> <p>To further note that a recharge has been placed upon U3A for overtime worked by SWTC employee in managing this event, beyond the agreed time. There are other queries associated with this booking which will be verbally reported at the meeting.</p>
16	<p><b>Grants Review</b></p> <p>Committee is asked to note a review of the SWTC grant process will take place on conclusion of the 2025/26 budget and re-adoption and establishment of the mission statement / priorities.</p>
17	<p><b>Successfully received grants</b></p> <p>For information, SWTC has successfully received grant funding for:</p> <ul style="list-style-type: none"> <li>- Painting of the TIC shop front (UDC Shop front fund, £1k)</li> <li>- LED lighting at Crabtrees MUGA (UDC sporting fund, £10k)</li> <li>- Little Walden Play Area Refurbishment (UDC Play area fund, £10k)</li> </ul>

<b>Establishment</b>	
18	<p><b>Policies</b></p> <p>The following policies are recommended for re-adoption with no changes:</p> <p>With annual review dates:</p> <ul style="list-style-type: none"> <li>a. Reserves (General and Ear-Marked)</li> <li>b. Privacy Policy</li> <li>c. Access to Information Policy</li> </ul> <p>To introduce two-year review dates:</p> <ul style="list-style-type: none"> <li>d. Menopause Guidelines</li> <li>e. Complaints Policy</li> </ul>
19	<p><b>Urgent Information Items</b></p> <p>Any items to verbally report for information only</p>
20	<p><b>Date and time of Next Meeting</b></p> <p>18<sup>th</sup> November 2024 at 7.30pm in the Town Hall, Saffron Walden.</p>