

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

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the Town Hall Saffron Walden on Monay 9<sup>th</sup> December 2024 at 7.30pm

Present Councillors: de Vries (Chair), Freeman, Meloy, Parker and Reeve.

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

Public: None

F & E 182-24	<b>Apologies for absence</b> Apologies were received and accepted from Cllrs Ahmed, Coote, Eke, Gadd, McBirnie and Shotropa.
F & E 183-24	<b>To receive any Declarations of Interest</b> Cllr Freeman and Reeve declared a generic non-pecuniary interest as District Councillor for Uttlesford District Council.
F&E 184-24	<b>Public Speaking Time</b> There were no questions arising.
F&E 185-24	<b>Minutes of the Finance &amp; Establishment Committee 18.11.2024</b> The 18.11.2024 minutes were accepted as a true and accurate record of that meeting and were signed by the Chairman.
<b>Financial Matters</b>	
F & E 186-24	<b>Expenditure – to be authorised</b> (a) Payment of the accounts received since 18.11.2024 were approved. (b) Payment of accounts for payments already made since 18.11.2024 were approved.
F & E 187-24	<b>Tourist Information Centre</b> It was noted: a. Committee will receive the profit and loss account for November 2024 at the January Committee meeting. b. Committee noted and received the officer quarterly update.
F & E 188-24	<b>Monthly Reports</b> Committee received and noted the following monthly reports: (a) Bank reconciliation statement with supporting statements (b) Cash Book – showing all income and expenditure for November 2024. (c) Income report broken down by budget code – year to date including comparison of income year to date against previous years.

Signed as a true and accurate record .....  
Minutes of the Finance & Establishment Committee December 2024

F & E 189-24	<p><b>Committee Hi-Light Reports</b></p> <p>Committee received and noted the Hi-Lighted reports from the RFO, documents 8a and 8b. It was noted the future hi-light reports will include a brief narrative summary of the figures.</p>
F & E 190-24	<p><b>Draft Budget 2025/26</b></p> <p>Committee noted the draft budget will be presented to the Finance and Establishment Committee at its extraordinary meeting on Friday 20<sup>th</sup> December at 12.30pm in the Town Hall Saffron Walden.</p>
<b>Grants</b>	
F&E 191-24	<p><b>Grants Process Update</b></p> <p>Committee noted on conclusion of the 2025/26 budget, officers will draft a revised grant process for consideration at a future F&amp;E Committee Meeting. Any proposed revisions will further align with considerations as per the September 2024 F&amp;E Committee meeting.</p>
F&E 192-24	<p><b>Uttlesford Citizens Advice Update</b></p> <p>Committee noted and received the completed grant monitoring form from Uttlesford Citizens Advice.</p>
F & E 193-24	<p><b>Urgent Information Items</b></p> <p>There were no matters raised.</p>
F & E 194-24	<p><b>Date and time of Next Meeting</b></p> <p>Next meetings to be held on</p> <ol style="list-style-type: none"> <li>a. Friday 20<sup>th</sup> December 2024 at The Town Hall, Saffron Walden to consider the draft budget.</li> <li>b. Monday 20<sup>th</sup> January 2025 at 7.30pm in the Town Hall, Saffron Walden</li> </ol>

The Chairman closed the meeting at 8.25pm