

FINANCE & ESTABLISHMENT COMMITTEE
SAFFRON WALDEN TOWN COUNCIL

NOTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the Town Hall, Saffron Walden on Tuesday 22nd April 2025 at 7.30pm

Present Councillors: de Vries (Chair), Eke, Parker and Cllr Porch as a substitution.

Members acknowledged the meeting was not quorate and that the substitution was not made 24 hours prior to the meeting (in line with Standing Orders).

Whilst the Committee meeting was not quorate, Councillors determined to continue with the meeting, noting that any decisions made could not be binding on the Council and would require either (a) ratification at the May 2025 Full Council meeting or (b) ratification at the next Committee meeting scheduled for Monday 19th May 2025.

In determining the best approach and the time sensitivity of some items of business, it was agreed those present would consider the business on the agenda, noting that the meeting would make recommendations to the May 2025 Full Council meeting. Whilst the terminology "Councillor" "Committee" "Resolved" "approved" and similar words may be used within these notes, it is recognised that these are non-binding notes which act simply as an informal record matters discussed.

Officers: Town Clerk and Responsible Finance Officer (RFO)

Public: Representatives of Saffron Walden Initiative and Hope Community Association

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| F & E 043-25 | Apologies for absence Apologies were received and accepted from Cllr Meloy Apologies were further assumed from Cllrs Ahmed, Coote, Freeman, Gadd, McBirnie, Reeve and Shotropa. |
| F & E 044-25 | To receive any Declarations of Interest No declarations were raised. |
| F&E 045-25 | Public Speaking Time (a) Hope Community Association Representatives Spoke regarding their grant application (agenda item 13) explaining the monies would be utilised to support their food parcel initiatives to families in need. Committee thanked the representatives who then left the meeting. (b) Saffron Walden Initiatives Representatives Spoke regarding their grant application (agenda item 14) explaining the applications support the running of Dance in the Square being held in August. Committee thanked the representatives who then left the meeting. |
| F&E 046-25 | Minutes of the Finance & Establishment Committee February and March 2025 Given the meeting was not quorate, it was noted these would be reviewed at the May Committee meeting. |

| Financial Matters | |
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| F&E 047-25 | <p>Expenditure – to be authorised (a) Payment of the accounts received since 17.03.2025 were approved. (b) Payment of accounts for payments already made since 17.03.2025 were approved.</p> <p>Noted that Officers will act within delegated authority in approving payments as presented, aligning with such custom and practice as initiated for August meetings, when Council/Committee sits in recess.</p> |
| F&E 048-25 | <p>Tourist Information Centre The Committee received and noted the profit and loss account for March 2025.</p> |
| F&E 049-25 | <p>Monthly Reports 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 March 2025 (c) Income report broken down by budget code – year to date including comparison of income year to date against previous years. |
| F&E 050-25 | <p>Committee Hi-Light Reports 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> |
| F&E 051-25 | <p>Actual Year End Carry Forwards / Budget 2025-26 The actual carry forward figures from 2024/25 were received and members supported the proposed carry forward amounts into the ear-marked reserves for consideration and determination by Full Council.</p> |
| F&E 052-25 | <p>Precept Payment Dates It was noted the precept payments will be made on 25 April and 25 September.</p> |
| F&E 053-25 | <p>Practitioner's Guide & AGAR It was noted the practitioners guide has been updated with the introduction of a new box to the AGAR in 2025/26.</p> |
| | Grant applications |
| F&E 054-25 | <p>Grant Monitoring Form – Saffron Walden Round Table Fireworks 2024 The above was received concluding this grant application.</p> |
| F&E 055-25 | <p>Grant Application – Hope Community Association £500 It was resolved: To recommend the awarding of a £300.00 grant towards the project – to be c/fwd to May 2025 Full Council meeting for approval.</p> |

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| F&E 056-25 | Grant Application – Saffron Walden Initiative £1000 & Free of Charge Hire It was resolved: To recommend the awarding of a £500.00 monetary grant towards PA hire costs and free of charge hire of the Town Hall – to be c/fwd to May 2025 Full Council meeting for approval |
| F&E 057-25 | SWTC third party grant applications The third-party grant application report was received and noted. |
| F&E 058-25 | Urgent Information Items There were no matters raised. |
| F&E 059-25 | Next meeting Monday 19 th May 2025 at 7.30pm in the Town Hall Saffron Walden |

The Chairman closed the meeting at 21.45