

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

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the Town Hall Saffron Walden on Monday 22 April 2024 at 7.30pm

Present Councillors: Abercrombie, Eke, Reeve and McLellan (substituting for Cllr McBrinie).

Officers: Lisa Courtney, Town Clerk
David Broomfield, Responsible Finance Officer (RFO)

Public: Representatives of U3A and Saffron Walden Arts Trust.

F&E 045-24	In the absence of the committee chair and deputy it was agreed Deputy Mayor Cllr Eke would chair this meeting.
F & E 046-24	Apologies for absence Apologies were received and accepted from Cllrs Asker, Coote, de Vries, Gadd, McBirnie, Meloy and Shotropa.
F & E 047-24	To receive any Declarations of Interest Cllr Reeve declared a generic non-pecuniary interest as District Councillor for Uttlesford District Council and a member of the U3A group (see Min Ref F & E 051-24 for grant application).
F&E 048-24	Public Speaking Time There were no questions arising.
F&E 049-24	Minutes of the Finance & Establishment Committee September 18.03.2024 The 18.03.2024 minutes were accepted as a true and accurate record of that meeting and were signed by the Chairman.
F&E 050-24	It was agreed to bring forward the following agenda items, grants for consideration.
F&E 051-24	Grant application – Saffron Walden U3A – Free of Charge Hire £123 Mary Curits, a representative of U3A, presented and explained U3A is seeking to host a 40 th anniversary event for the group. It was unanimously agreed to award the free of charge hire.
F&E 052-24	Grant application – Saffron Walden Arts Trust (SWAT) – Free of charge hire £1,767.70 Pat Lodge, a representative of SWAT, explained SWAT is seeking to host Fete de le Musique again this year, being a free of charge community event, held across 10 venues in SW. The grant application sought free of charge use of Pat passed on thanks to the SWTC bookings officer for her continued help and support relating to this booking. It was unanimously agreed to award the free of charge hire.

Financial Matters	
F & E 053-24	<p>Expenditure – to be authorised</p> <p>(a) Payment of the accounts received since 18.03.2024 were approved. (b) Payment of accounts for payments already made since 18.03.2024 were approved.</p>
F & E 054-24	<p>Tourist Information Centre</p> <p>The Committee received and noted the profit and loss account for March 2024. Members particularly noted the significant increase in stock sales of £74,985 against a budget of £40,000 and that the service had been delivered under budget by £22,591.00.</p>
F & E 055-24	<p>Monthly Reports</p> <p>Committee received and noted the following monthly reports:</p> <p>(a) Bank reconciliation statement with supporting statements (b) Cash Book – showing all income and expenditure for March 2024. (c) Income report broken down by budget code – year to date including comparison of income year to date against previous years.</p>
F & E 056-24	<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(b). Committee noted the increase in revenue and income streams over the past nine years and praised officers.</p>
F & E 057-24	<p>Actual Year End Carry Forwards / Budget 2024/25</p> <p>Committee reviewed the proposed carry forward figures and it was unanimously agreed to recommend the figures as proposed to May Full Council.</p>
F&E 058-24	<p>Transparency Code</p> <p>Committee noted and agreed to the contents of the written report attached to the agenda detailing SWTC practices in ensuring compliance with the Transparency Code.</p>
F&E 059-24	<p>Policies</p> <p>Committee unanimously agreed to adopt the following policies:</p> <p>a) Flexible working b) Carers leave c) Paternity and parental leave</p>
F & E 060-24	<p>Urgent Information Items</p> <p>There were no matters raised.</p>
F & E 061-24	<p>Date and time of Next Meeting</p> <p>Next meeting to be held on Monday 20th May 2024 at 7.30pm in the Town Hall Saffron Walden.</p>

The Chairman closed the meeting at 8.50pm