

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

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the Town Hall Saffron Walden on Monday 17 June 2024 at 7.30pm

Present Councillors: Abercrombie, de Vries (Chair), Eke and McBirnie  
(Cllr Parker, as a spectator (not committee member))

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

Public: None

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| F & E<br>084-24          | <b>Apologies for absence</b><br><br>Apologies were received and accepted from Cllrs Ahmed, Coote, Gadd, Meloy, Reeve and Shotropa.   |
| F & E<br>085-24          | <b>To receive any Declarations of Interest</b><br><br>Cllr McBirnie declared a generic non-pecuniary interest as District Councillor for Uttlesford District Council.                                  |
| F&E<br>086-24            | <b>Public Speaking Time</b><br><br>There were no questions arising.  |
| F&E<br>087-24            | <b>Minutes of the Finance &amp; Establishment Committee 20.05.2024</b><br><br>The 20.05.2024 minutes were accepted as a true and accurate record of that meeting and were signed by the Chairman.      |
| <b>Financial Matters</b> |  |
| F & E<br>088-24          | <b>Expenditure – to be authorised</b><br><br>(a) Payment of the accounts received since 20.05.2024 were approved.<br>(b) Payment of accounts for payments already made since 20.05.2024 were approved. |
| F & E<br>089-24          | <b>Tourist Information Centre</b><br><br>The Committee received and noted the profit and loss account for May 2024   |
| F & E<br>090-24          | <b>Monthly Reports</b><br><br>Committee received and noted the following monthly reports:<br><br>(a) Bank reconciliation statement with supporting statements  |

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

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|                 | <p>Committee queried the amount left in the 30-day access account; the RFO advised balances are calculated allowing for monies required for the payment of invoices/expenditure which fall due in the next 2-weeks. In restating his position as per May 2024 committee meeting, the RFO noted the need to exercise caution and balance against the need for interest on any investment; Committee respected this position.</p> <p>Committee noted the 2024/25 budgeted income for return on investments is £55,000 and noted this is dependent on receipt of the S106 monies from Linden Homes (of £600,000). The RFO noted that this S106 money is index-linked and an element of any additional monies received (ie over the £600,000) should be used to remedy any shortfall in the budgeted interest.</p> <p>(b) Cash Book – showing all income and expenditure for May 2024</p> <p>(c) Income report broken down by budget code – year to date including comparison of income year to date against previous years.</p> |
| F & E<br>091-24 | <p><b>Committee Hi-Light Reports</b></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).</p>  |
| F & E<br>092-24 | <p><b>Freedom of Information</b></p> <p>Committee noted SWTC has received several FOI and Subject Access Requests over the past month, meaning officer time has been diverted to respond to the requests within the legislative time scales. It was noted that a high volume of FOI/SAR requests places a considerable administrative burden on a relatively small admin team.</p>   |
| F&E<br>093-24   | <p><b>Investment Policy</b></p> <p>It was noted a revised investment policy was due to be presented to committee this month however due to the number of FOI requests work is not yet complete and the policy will be presented to committee at a future meeting.</p>  |
| F&E<br>094-24   | <p><b>Financial Regulations</b></p> <p>It was noted revised financial regulations were due to be presented to committee this month however due to the number of FOI requests work is not yet complete and the regulations will be presented to committee at a future meeting.</p>  |
| F&E<br>095-24   | <p><b>Financial Administration for the year ending 2024/25</b></p> <p>It was resolved to approve the following for recommended adoption to the July Full Council meeting:</p> <p>a) Internal auditors scope of works for 2024/25 and re-appointment of the internal auditor.</p> <p>b) Risk assessments</p>  |

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|                 | c) Internal control measures (subject to amendments under sections 1.72 and 2.61 involving removing the red text from the 2 <sup>nd</sup> column, to the 'mitigation/action required' column as this better identifies the process invoked by SWTC to minimise the risk.   |
| F&E<br>096-24   | <b>Grant application – Motor Show free of charge hire of the Common £150</b><br>Committee agreed to grant the free of charge hire request for the annual motor show.   |
| F&E<br>097-24   | <b>Data Protection and Retention Policy</b><br>It was noted UDC has not yet completed their review of their adopted Data Protection and Retention Policy and that once this is completed SWTC will review its own policy (noting Committee's previous request that the SWTC policy mirrored that of UDC).  |
| F&E<br>098-24   | <b>Training Policy</b><br>Committee noted the proposed amendments to the policy.<br>It was resolved to adopt the policy with the additional amendments on page 11: <ul style="list-style-type: none"> <li>a. The clerks appraisal to be conducted by two councillors (not three).</li> <li>b. Performance Management training may be delivered in house.</li> <li>c. Where it is currently written "If a Councillor wishes to attend third party training" to add the word "appropriate" after 3<sup>rd</sup> party.</li> </ul> The training policy references performance management and committee requested sight of this internal process for the July meeting. |
| F & E<br>099-24 | <b>Urgent Information Items</b><br>There were no matters raised.   |
| F & E<br>100-24 | <b>Date and time of Next Meeting</b><br>Next meeting to be held on 15 July 2024 <b>at The Town Hall, Saffron Walden</b>  |

The Chairman closed the meeting at 8.50pm