

The Town Hall
Market Street
Saffron Walden
CB10 1HZ

Tel: 01799 516501
www: saffronwalden.gov.uk



Agenda Finance & Establishment Committee

To Committee Members: Councillors Abercrombie (Walker) (Deputy Chair) , Ahmed (Deputy Mayor), Coote, de Vries (Chair) , Eke (Mayor), Gadd, McBirnie, Meloy, Reeve 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 17th June 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. For background papers in relation to this meeting please contact 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. 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

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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

General Enquiries – Saffron Walden Town Council Offices, The Town Hall, Market Place, Saffron Walden, CB10 1HR | Website: 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

12th June 2024

1	Apologies for absence To receive apologies and consider requests for approved absence
2	To receive any Declarations of Interest 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	Public Speaking Time For the public or Press to ask questions of the Committee on matters relating to the agenda.
4	Minutes of the last meeting of the Finance & Establishment Committee To verify the Minutes of the Committee meeting held in 20.05.2024
	Financial Matters The following are standard items for consideration for a Committee meeting, focussing on business matters
5	Expenditure – to be authorised (a) To approve the payment of the invoices received since 20.05.2024. 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 20.05.2024

6	<p>Tourist Information Centre</p> <p>To receive details of the TIC Profit and Loss Account for May 2024</p> <p>In accordance with the June meeting, the revised P/L accounts monitor expenditure against the agreed 2024/25 budget AND against the revised TIC staffing expenditure as agreed at the April Full Council meeting.</p> <p>Committee to note that whilst reductions were made to staffing overheads, no such reductions were made to the anticipated or budgeted income of the TIC service. A correlation is identified in the number of staffing hours against the income from shop sales.</p>
7	<p>Monthly Reports</p> <p>(a) Bank reconciliation statement with supporting statements. (b) Cash Book – showing all income and expenditure for the month of May 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>Committee Hi-Light Reports</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 8(a) and 8(b) refer.</p>
9	<p>Freedom of Information Requests</p> <p>For information, SWTC has received several complex FOI requests over the past month, meaning officer time has been diverted to respond accordingly within the legislative time scales.</p>
10	<p>Investment Policy</p> <p>A revised investment policy was due to be presented to Committee this month, however, due to the number of FOI requests this work is not yet completed and will be presented at a future committee meeting.</p>
11	<p>Financial Regulations</p> <p>NALC has issued revised model financial regulations which seek to remedy a number of historic anomalies and to rationalise the layout and style of the regulations.</p> <p>The revised regulations were due to be presented to Committee this month, however, due to the number of FOI requests this work is not yet completed and will be presented at a future committee meeting.</p>

	<p>Financial Administration for the year ending 2024/25</p> <p>Committee to note and approve the following documents relating to financial administration and management for 2024/25:</p> <p>(a) Internal Auditor's scope of works 2024/25, seeking appointment of the internal auditor</p> <p>(b) Risk Assessments 2024/25</p> <p>(c) Internal Control Measures for 2024/25</p>
12	<p>Grant Applications – Committee to consider the following requests Balance of Grants Budget as at 10.06.2024</p> <p>Small Grants £700 Hall Hire £1,909 Youth (SWTC) £4,750</p>
13	<p>Motor Show, Grant Application – Free of Charge Hire of the Common, £150</p> <p>Roger Abbott is seeking free of charge hire of the Common (£150) to host the annual Motor Show fundraising event.</p>
	<p>Establishment Matters</p>
14	<p>Data Protection and Retention Policy</p> <p>At the November 2023 Committee meeting, Committee re-adopted the policy with a caveat that it is further reviewed to mirror that of Uttlesford District Council.</p> <p>SWTC Officers are liaising with UDC who were due to update their policy in Spring 2024 however their review has been delayed, it is anticipated the reviewed policy will be adopted by UDC in June 2024. Once UDC's policy is adopted and publicly available, SWTC will be able to review its own policy and present any amendments to a future F & E Committee meeting.</p>
15	<p>Training Policy</p> <p>To consider changes to the training policy, as attached with proposed additions shown in red text. Proposed changes seek to clarify the process of identifying employee training.</p>
16	<p>Urgent Information Items</p> <p>Any items to verbally report for information only</p>
17	<p>Date and time of Next Meeting</p> <p>15 July 2024 at 7.30pm in the Town Hall Saffron Walden</p>