

FINANCE & ESTABLISHMENT COMMITTEE

SAFFRON WALDEN TOWN COUNCIL

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the Town Hall Saffron Walden on Monday 15th July 2024 at 7.30pm

Present Councillors: de Vries (Chair), Eke, Meloy and Parker (as a substitute to Cllr McBirnie)

Officers: Town Clerk and Responsible Finance Officer (RFO)

Public: Representatives of Saffron Walden Choral Society (Min Ref F&E 105-24) and Saffron Walden Initiative (Min Ref F&E 106-24)

F & E 101-24	<p>Apologies for absence</p> <p>Apologies were received and accepted from Cllrs Abercrombie, Ahmed, Coote, Gadd, McBirnie, Reeve and Shotropa.</p>
F & E 102-24	<p>To receive any Declarations of Interest</p> <p>None declared.</p>
F&E 103-24	<p>Public Speaking Time</p> <p>There were no questions arising.</p>
F&E 104-24	<p>It was agreed to bring forward grants for consideration.</p>
F&E 105-24	<p>Saffron Walden Choral Society – £500 requested toward purchase of the choral scores</p> <p>Representatives explained the £500 is requested to purchase scores for the November concert.</p> <p>It was discussed the scores could be rented out and profits could be shared with SWTC, should that be Committee’s request. It was Resolved:</p> <p>To grant £250 utilising balances within the small grants scheme and remaining balance from the resilience fund.</p>
F&E 106-24	<p>Saffron Walden Initiative (SWI) – Dance in the Square - £500 application for the PA system</p> <p>Committee noted that the SWI had been granted £500 towards the PA system and free of charge hire of the Town Hall at the March F & E and from that, they had been invited to return for further funding should it be required. In that vein, SWI is reapproaching Committee for additional funding of £500 towards the PA system for Dance in the</p>

	<p>Square. It was recognised that any shortfall of funds could be addressed via crowd funding. It was Resolved:</p> <p>Not to grant this application acknowledging the grant procedure allows for one application each annum per organisation which has been granted. Whilst acknowledged SWI had been actively invited to reapply, the Committee was mindful of the need utilise and allocate funds across the community and with limited funds, it was important to ensure a fair distribution of community grants.</p>
F&E 107-24	<p>Grant towards supporting care for a local child - £500</p> <p>The representative explained their child has a rare muscular illness and seeking funds for therapy costs, supporting the family. It was Resolved:</p> <p>To grant £250 to the family utilising the resilience fund, for therapy sessions or home equipment as requested. Monies to be funded via the Council's Resilience Fund.</p>
F&E 108-24	<p>Accuro – Santa Dash - Free of Charge Hire Grant Application The Common £150.00</p> <p>Committee considered the above application, it was Resolved:</p> <p>to grant free of charge hire of the Common to host their fundraising Santa Dash event.</p>
F&E 109-24	<p>Minutes of the Finance & Establishment Committee 17.06.2024</p> <p>The minutes were accepted as a true and accurate record of that meeting and were signed by the Chairman, with one amendment being:</p> <p>Under attendees: to amend that Cllr Parker was present as an observer, rather than a spectator.</p>
Financial Matters	
F & E 110-24	<p>Expenditure – to be authorised</p> <p>(a) Payment of the accounts received since 17.06.2024 were approved. Committee queried the expenditure of £637.77 to BE Inspection and asked the RFO to provide further details of this cost. <i>Post meeting note: the invoice is an integral part of the insurance renewal process; the Council's insurers require that the lift, stair lift and boilers are inspected bi-annually by an independent body (ie: not the same party which carries out any maintenance inspection or repairs).</i></p> <p>(b) Payment of accounts for payments already made since 17.06.2024 were approved.</p>
F & E 111-24	<p>Tourist Information Centre</p> <p>The Committee received and noted the profit and loss account for June 2024</p>

F & E 112-24	<p>Monthly Reports</p> <p>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 June 2024 (c) Income report broken down by budget code – year to date including comparison of income year to date against previous years.
F & E 113-24	<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).</p>
F & E 114-24	<p>Investment Policy</p> <p>It was Resolved:</p> <ul style="list-style-type: none"> (a) To adopt the policy as presented (b) That the policy should be brought forward again for review to the January 2025 Committee meeting being one year of experience of working with the Debt Management Office. (c) That the RFO provides a cash flow forecast to the September F & E Committee meeting
F&E 115-24	<p>Financial Regulations</p> <p>Committee reviewed the proposed financial regulations in light with the revised NALC template.</p> <p>It was Resolved to:</p> <ul style="list-style-type: none"> (a) Recommend adoption for September Full Council. (b) For Officers to ensure that all other documents were in alignment with the financial regulations (assuming adoption at the September Full Council meeting)
F&E 116-24	<p>Performance Management Process</p> <p>Committee noted the internal process of reviewing and monitoring employee performance management. Cllr Meloy requested further details of the process and agreed he would liaise directly with the Town Clerk regarding his request, in anticipation that further information would come forward to the September F & E meeting.</p>
F & E 117-24	<p>Urgent Information Items</p> <p>There were no matters raised.</p>

F & E 118-24	Date and time of Next Meeting Next meeting to be held on 16 September 2024 at The Town Hall Saffron Walden
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The Chairman closed the meeting at 10pm