

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), Coote, de Vries (Chair), 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 15th July 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

The Council Offices has facilities for wheelchair users, including lifts and toilets.

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

10 July 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 17.06.2024
	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 17.06.2024. 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 for June 2024.

6	<p>Tourist Information Centre</p> <p>Income and Expenditure Account for June 2024</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 June 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) 8(b) and 8(c) refer.</p>
9	<p>Investment Policy Review</p> <p>To review the Council’s investment policy, with proposed amendments shown in red text.</p>
10	<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>Committee is requested to consider the revised financial regulations, as attached, with proposed amendments shown in red text and to make any recommendations for adoption to a future Full Council meeting.</p>
11	<p>Performance Management Process</p> <p>As requested at the June F & E meeting, details are attached for information, of the internal process of reviewing and monitoring employee performance management.</p>
	<p>Grant Applications – Committee to consider the following requests</p> <p>Balance of Grants Budget as at 08.07.2024 / Total Grant Funding available £7352</p> <p>Small grants scheme £179 Youth (SWTC) £4750 FOC hall hire £2423</p> <p><i>Committee to note that the grants requested under the small grants scheme on this agenda total £1,500 with a balance of just £179 in the small grants budget. Committee is authorised to vire monies from a grant budget (ie potentially from the FOC hall hire allocation) should it wish to award monies of more than £179. Alternatively, Committee may wish to forward applications to the A & S Committee for determination under the youth partnership scheme (if applications are deemed eligible for that grant).</i></p>

12	<p>Accuro – Santa Dash - Free of Charge Hire Grant Application The Common £150.00</p> <p>To consider the attached FOC hire application for the Common to host their fundraising Santa Dash event.</p> <p>A representative will not be able to attend and should members have any prior questions please inform officers who can contact the applicant.</p>
13	<p>Saffron Walden Choral Society – £500 requested toward purchase of the choral scores</p> <p>To consider the attached grant application seeking funds for the choral scores for an upcoming event.</p>
14	<p>Saffron Walden Initiative – Dance in the Square - £500 application for the PA system</p> <p>To consider the attached second grant application for an additional £500 toward the PA system for Dance in the Square.</p> <p>At the March meeting Committee granted £500 toward the PA system and free of charge hire of the Town Hall.</p>
15	<p>Grant towards supporting care for a local child - £500</p> <p>To consider the attached grant application (redacted) to offer financial support to a local family in caring for their young child.</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>16 September 2024 at 7.30pm in the Town Hall, Saffron Walden</p> <p>Note no August committee meeting.</p>