

The Town Hall
Market Street
Saffron Walden
CB10 1HZ

Tel: 01799 516501
www: saffronwalden.gov.uk



Agenda Finance & Establishment Committee

To Committee Members: Councillors Coote, de Vries (Chair), Freeman, Gadd, McBirnie, Meloy, Parker, 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 16th September 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

11th September 2024

1	Election of Committee Deputy Chair Following the resignation of Cllr Abercrombie (Walker) from the F & E Committee, the position of Deputy Chair is vacant. Committee is requested to appoint a Deputy Committee Chair for the 2024/25 period
2a	Apologies for absence To receive apologies and consider requests for approved absence
2b	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 15.07.2024
	Financial Matters The following are standard items for consideration for a Committee meeting, focussing on business matters
5	Expenditure – to be authorised (a) To note the invoices paid in August (b) To approve the payment of the invoices received since 28 th August. BACS and Cheques for these invoices have not yet been authorised, awaiting approval by this meeting. (c) To approve payments or DDs, STOs, debit card payments and cheques already issued since 1 st July 2024.
6	Tourist Information Centre Profit and Loss Account for July and August 2024

7	<p>Monthly Reports</p> <p>(a) 31 August 2024 Bank reconciliation statement with supporting statements. (b) Cash Book – showing all income and expenditure for the month of July (c) Cash Book – showing all income and expenditure for the month of August (d) 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 for July and August 2024. Documents 8(a) and 8(b) refer.</p>
9	<p>Cash Flow Forecast</p> <p>To receive a cash-flow forecast as requested at the July F & E Committee meeting.</p>
9	<p>Financial Regulations Requirement</p> <p>New financial regulations were adopted by Council at the Full Council meeting on 9th September 2024. These new regulations require the following, (extract from paragraph 2.6 of the newly adopted financial regulations reads):</p> <p style="text-align: center;"><i>At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance Committee.</i></p> <p>In complying with the above, committee is required to appoint an individual to approve the above and report back to the October Finance Committee meeting.</p>
Grant Matters / Applications	
10	<p>Completed Grant Monitoring Forms</p> <p>Committee is asked to note the attached completed grant monitoring forms, concluding these grant requests.</p> <p>(a) Enterprise East CIC – Free of Charge Hire of the Town Hall for their celebration evening (b) Saffron Walden Arts Trust – Free of Charge Hire of the Town Hall for Fete de la Musique (c) Uttlesford District Council - Free of Charge Hire of Bridge End Garden hosting Crucial Crew (d) Round Table – Free of Charge Hire of Bridge End Garden to host their Easter Egg Hunt (e) Saffron Walden Initiative – Free of Charge Town Hall hire and monetary support for the Dance in the Square</p>
11	<p>Saffron Hall Trust (SHT) - Grant Funding</p> <p>Committee is requested to note the following for information purposes only:</p>

	<p>(a) As agreed at the March 2024 Full Council (FC 052-24) the £10,000 grant has been awarded to Saffron Hall in furtherance of their arts and culture activities in Saffron Walden, this forms part of the SWTC adopted Action Plan. A copy of their grant application form and summary budget is attached for information purposes only, noting the grant has been paid.</p> <p>(b) Committee is further requested to note that a Service Level Agreement, aligning with the direction from Council, has been reached with SHT which clearly identifies the roles and responsibilities of both parties, working towards shared goals and outcomes.</p>										
12	<p>Partnership working with SHT and Saffron Screen</p> <p>To receive a report outlining the actions and activities to date and anticipated in partnership working with SHT and Saffron Screen</p>										
13	<p>Grants Process</p> <p>In acknowledging the Town Council's grants budget for 2024/25 is almost spent, Committee is requested to consider how future grants received within the financial year could be funded. An Officer report is attached for Committee's consideration</p>										
14	<p>Grants available to SWTC</p> <p>To receive a copy of the current grants available to SWTC and action taken by Officers in progressing these opportunities</p>										
	<p>Balance of Grants Budget as at 10th September 2024</p> <table> <tr> <td>Small grants scheme</td> <td>£500</td> </tr> <tr> <td>Youth partnership</td> <td>£566</td> </tr> <tr> <td>Resilience funds (covid fund)</td> <td>£2,934</td> </tr> <tr> <td>FOC hall hire</td> <td>£1,037</td> </tr> <tr> <td>Total Grant Funding available</td> <td>£5,037</td> </tr> </table>	Small grants scheme	£500	Youth partnership	£566	Resilience funds (covid fund)	£2,934	FOC hall hire	£1,037	Total Grant Funding available	£5,037
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15	<p>Grant Application Form – Saffron Walden Round Table Free of Charge Common Hire – Fireworks £450 (utilities an additional £150)</p> <p>Committee is asked to consider the attached grant application seeking free of charge hire of the Common to host the annual Fireworks event, which totals to £450. The utility costs will be an additional £150.</p>										
	<p>Establishment Matters</p>										
16	<p>Exit Interview Protocol</p> <p>Following the 2024 annual HR review conducted by Stallard Kane (the SWTC appointed HR advisor), a recommendation has been made that SWTC introduces an exit interview process.</p> <p>Committee is therefore asked to consider the attached protocol recommended for adoption.</p>										
17	<p>Performance Management</p> <p>To receive a report providing additional information on the Council's performance management programme as requested at the July F & E meeting</p>										

18	<p>LGPS Policy</p> <p>To consider readoption of the attached policy, no changes are proposed</p>
19	<p>Urgent Information Items</p> <p>Any items to verbally report for information only</p>
20	<p>Date and time of Next Meeting</p> <p>21st October 2024 at 7.30pm in the Town Hall, Saffron Walden</p>
21	<p>Confidential Item – Exclusion of Press and Public (Part II meeting)</p> <p>To resolve that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.</p> <p>This item is confidential because it involves employee personal information, publishing this information would breach data protection</p>
22	<p>Staffing Matter – Pay</p> <p>To receive a report regarding a staffing matter, as attached</p>
23	<p>Staffing Matter – Pension</p> <p>To receive a report regarding a staffing matter, as attached</p>