

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

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the Town Hall Saffron Walden on Monday 16th September 2024 at 7.30pm

Present Councillors: de Vries (Chair), Reeve, Shotropa and Porch (as substitute for Cllr Freeman).

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

Public: None

F & E 119-24	Appointment of Deputy Chair Cllr Porch nominated Cllr Reeve, seconded by Cllr Shoropa. There being no other nominations, Cllr Reeve was unanimously elected (uncontested) as the Deputy Chair
F & E 120-24	Apologies for absence Apologies were received and accepted from Cllrs Ahmed, Coote, Eke, Freeman, Gadd, McBirnie and Meloy.
F & E 121-24	To receive any Declarations of Interest Cllr Reeve declared a generic non-pecuniary interest as District Councillor for Uttlesford District Council.
F & E 122-24	Public Speaking Time There were no questions arising.
F & E 123-24	Minutes of the Finance & Establishment Committee 15.07.2024 The 15.07.2024 minutes were accepted as a true and accurate record of that meeting and were signed by the Chairman.
Financial Matters	
F & E 124-24	Expenditure – to be authorised (a) Invoices paid in August were noted (b) Payment of the accounts received since 28 August were approved. (c) Payment of accounts for payments already made since 1 July were approved.
F & E 125-24	Tourist Information Centre The Committee received and noted the profit and loss account for July and August 2024.

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

F & E 126-24	<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 for 31 August 2024 (b) Cash Book – showing all income and expenditure for July (c) Cash Book – showing all income and expenditure for August (d) Income report broken down by budget code – year to date including comparison of income year to date against previous years.
F & E 127-24	<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 128-24	<p>Cash Flow Forecast</p> <p>Committee received and noted the cash-flow forecast.</p>
F & E 129-24	<p>Financial Regulations Requirement</p> <p>Committee noted new financial regulations were adopted (on previous recommendation by this Committee) at the Full Council meeting on 9th September 2024.</p> <p>To comply with regulation 2.6 of the financial regulations, Cllr Reeve was appointed to verify bank reconciliations (for all accounts) produced by the RFO and will report back at the October meeting.</p>
	<p>Grant Matters / Applications</p>
F & E 130-24	<p>Completed Grant Monitoring Forms</p> <p>Committee noted the attached completed grant monitoring forms, concluding these grant requests.</p> <ul style="list-style-type: none"> (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

F & E 131-24	<p>Saffron Hall Trust (SHT) - Grant Funding</p> <p>Committee noted the following:</p> <ul style="list-style-type: none"> (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. (b) 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.
F & E 132-24	<p>Partnership working with SHT and Saffron Screen</p> <p>Committee noted the written report outlining the actions and activities to date and anticipated in partnership working with SHT and Saffron Screen</p>
F & E 133-24	<p>Grants Process</p> <p>Committee noted the written report, acknowledging the Town Council's grants budget for 2024/25 is almost spent. It was noted the current process would continue for the remaining period of the year and if required the grant budget monies could be vired from the Warm Spaces fund and Resilience Fund in case of need.</p> <p>Committee considered the following:</p> <ul style="list-style-type: none"> a. Whether the grants process is re-reviewed, including whether applicants should attend the meetings and/or be present during the determination; b. Noted that SWTC's process could align with UDC's, thereby ensuring applications support the SWTC priorities; c. How to better mitigate against repeat or multiple applications (noting the lack of sustainability or independence by some of those that apply year on year); d. If Committee accepted multiple or repeat grants, the amount awarded could reduce on a sliding scale to encourage sustainability and other grant opportunities; e. Whether the grants budget amounts should be changed (ie reduce from £500 per grant). <p>It was noted a report would be presented to a future committee meeting for further consideration.</p>
F & E 134-24	<p>Grants available to SWTC</p> <p>Committee noted the report, detailing 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> <p>Small grants scheme £500 Youth partnership £566 Resilience funds (covid fund) £2,934 FOC hall hire £1,037 Total Grant Funding available £5,037</p>
F & E 135-24	<p>Grant Application Form – Saffron Walden Round Table Free of Charge Common Hire – Fireworks £450 (utilities an additional £150)</p> <p>Committee agreed to grant 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, and it was agreed to further fund these costs.</p>
	<p>Establishment matters</p>
F & E 136-24	<p>Exit Interview Protocol</p> <p>Following the 2024 annual HR review conducted by Stallard Kane (the SWTC's appointed HR advisor), a recommendation has been made that SWTC introduces an exit interview process. It was resolved to adopt the exit interview protocol policy as presented.</p>
F & E 137-24	<p>Performance Management</p> <p>Committee noted the written report detailing the Council's performance management programme as requested at the July F & E meeting and that recommendations within the report would be separately progressed.</p>
F & E 138-24	<p>LGPS Policy</p> <p>It was agreed to readopt the Local Government Pension Policy with no changes.</p>
F & E 139-24	<p>Urgent Information Items</p> <p>There were no matters raised.</p>
F & E 140-24	<p>Date and time of Next Meeting</p> <p>Next meeting to be held on 21st October 2024 at 7.30pm in the Town Hall, Saffron Walden</p>
F & E 141-24	<p>Confidential Item – Exclusion of Press and Public (Part II meeting)</p> <p>It was resolved 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</p>

	<p>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>
<p>F & E 142-24</p>	<p>Staffing Matter – Pay</p> <p>Committee received a report regarding a staffing matter.</p> <p>It was resolved to progress with option C as detailed within the confidential report, with implementation from 1.4.24.</p>
<p>F&E 143-24</p>	<p>Staffing Matter – Pension</p> <p>The request from an employee has been withdrawn, therefore no report or discussion was considered</p>

The Chairman closed the meeting at 21.40