

The Town Hall
Market Street
Saffron Walden
CB10 1HZ

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www: saffronwalden.gov.uk



Agenda Finance & Establishment Committee

To Committee Members: Councillors: Ahmed (Deputy Mayor), Coote, de Vries (Chair), Eke (Mayor), Freeman, Gadd, McBirnie, Meloy, Reeve (Deputy Chair), Parker 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 **Wednesday 8th January 2025** commencing at **2.00pm** 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

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For information about this meeting please contact the Town Council:

Telephone: 01799 516501 / Email: enquiries@saffronwalden.gov.uk

Recording of meetings

Meetings will be recorded where possible and practicable to do so.

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<http://saffronwalden.gov.uk/policies/>



Lisa Courtney, Town Clerk

3rd January 2025

1	<p>Apologies for absence To receive apologies and consider requests for approved absence</p>
2	<p>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.</p>
3	<p>Public Speaking Time For the public or Press to ask questions of the Committee on matters relating to the agenda.</p>
4	<p>Minutes of the last meeting of the Finance & Establishment Committee To verify the Minutes of the Committee meeting held on a. 09.12.2024 b. 20.12.2024 (extraordinary meeting)</p>
5	<p>Second Draft Budget 2025/26 At the 20.12.2024 F & E Committee meeting, the first draft budget was considered and rejected. Members requested several matters are reviewed as follows (per draft minute extract F&E 198-24):</p> <ul style="list-style-type: none"> n. <i>“Committee requested:</i> <ul style="list-style-type: none"> i. <i>a revised budget is presented to an extraordinary Finance and Establishment in advance of the January Full Council meeting, with BWG members invited to attend (noting unless substituted they will not have voting rights). Cllr Parker suggested it was more appropriate for any further discussion to be met via the BWG, as opposed to a further F & E meeting (this matter was unreconciled at this time).</i> ii. <i>Officers to present revised costings to show the implications of the following actions:</i> <ul style="list-style-type: none"> (a) <i>Reinstatement of grants to Saffron Hall and Saffron Screen at 80% of the 2024/25 budget.</i> (b) <i>Removal/reduction of TIC additional staffing costs (15-hour pw)</i> (c) <i>Reduction of 1 x Office Admin post (i.e. not increasing to 37 hours pw).”</i> <p>Committee is asked to: Consider the attached reports identifying the budget impact of the suggested amendments. It is recommended that Committee considers and determines each line in turn, as opposed to an en-masse consideration.</p> <p>The budget will be considered by Full Council at the 13.01.2025 meeting.</p>

6	Urgent Information Items Any items to verbally report for information only
7	Date and time of Next Meeting 20 th January 2025 at 7.30pm in the Town Hall, Saffron Walden