

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

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the Town Hall Saffron Walden on Monday 16 October 2023 at 7.30pm

Present Councillors: Cllr Abercrombie, de Vries (Chair), Eke, Gadd from minute reference F&E 133-23, McBirnie, Meloy and Reeve.

Officers: Lisa Courtney, Town Clerk and David Broomfield, Responsible Finance Officer (RFO) until minute reference F&E 147-23

Public: Representatives of Enterprise East CIC and Representative of Uttlesford Foodbank for consideration of their grant applications.

F & E 126-23	Apologies for absence Apologies were received and accepted from Cllrs Asker, Coote and Shotropa.
F & E 127-23	To receive any Declarations of Interest Cllrs McBirnie and Reeve declared generic non-pecuniary interests as District Councillors for Uttlesford District Council. Cllr Gadd declared a generic non-pecuniary interest as County Councillor for Essex County Council. Cllr Reeve declared a generic non-pecuniary interest as a member of Saffron Walden Initiative.
F&E 128-23	Public Speaking Time There were no questions arising.
F&E 129-23	It was resolved to bring forward agenda items 13 and 14, grant applications.
F&E 130-23	Enterprise East CIC – Free of Charge Hall Hire - £1,170.02 Representatives of EE CIC explained the hall hire would provide an awards evening to celebrate and thank their volunteers for their support in running their community services. It was unanimously resolved: to grant the request for free of charge hall hire of £1,170.02. Representatives left the meeting.
F&E 131-23	Uttlesford Foodbank - £500 toward Christmas food parcels A representative explained the monies would support the costs in providing food parcels for families in need over Christmas. It was resolved: to grant the request of £500.00. Representatives left the meeting.

Signed as a true and accurate record
Minutes of the Finance & Establishment Committee October 2023

F&E 132-23	<p>Minutes of the Finance & Establishment Committee 18th September 2023</p> <p>The 18.09.2023 minutes were accepted as a true and accurate record of that meeting and were signed by the Chairman.</p> <p>With reference to minute F&E 120-23, Cllr Meloy raised a question about whether the Access to Information Policy complied with the Model Publication Scheme, Freedom of Information Act, published by the Information Commissioner's Office regarding the public right of access to requested information in an electronic form which he had raised on 18.9.23. The Clerk confirmed the policy complied with the ICO's requirements and further that the Council's publication policies were largely either directly from NALC and/or from the Council's appointed HR and H & S advisors therefore it would be prudent to retain the information in them, given they are commended for adoption by competent bodies. This was noted and agreed.</p> <p>Members noted the grant form should be reviewed to ensure it is clear applicants understand their personal details will be published unless specified otherwise.</p>
F & E 133-23	Cllr Gadd arrived.
Financial Matters	
F & E 134-23	<p>Expenditure – to be authorised</p> <p>(a) Payment of the accounts received since 18.09.2023 were approved. (b) Payment of accounts for payments already made since 18.09.2023 were approved.</p>
F&E 135-23	<p>Tourist Information Centre</p> <p>The Committee received and noted the profit and loss account for September 2023.</p>
F&E 136-23	<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 September 2023. (c) Income report broken down by budget code – year to date including comparison of income year to date against previous years.
F&E 137-23	<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 8a,b and c.</p>
F&E 138-23	<p>Precept Tranche</p> <p>It was noted the second precept tranche of £682,613.50 for 2023/24 has been received</p>

F&E 139-23	<p>Policies</p> <p>Council considered re-adoption of the following policies:</p> <ul style="list-style-type: none"> a) Complaints It was resolved to re-adopt the policy, with an annual review date and to add reference to the community engagement policy. b) Data Protection and Retention It was resolved to re-adopt the policy, with an annual review date at this time but to bring the policy back to a future committee meeting and ensure it is in line with UDC's version in respect of the role of a Data Protection Officer.
F&E 140-23	<p>Annual Governance Review 2022/2023</p> <p>It was noted the accounts for 2022/23 have been signed off by the external auditor as detailed within the written report attached to the agenda.</p>
F&E 141-23	<p>Grant Recipient Thanks</p> <p>Committee noted the thanks received from the following organisations who received SWTC grant funding:</p> <ul style="list-style-type: none"> a) Saffron Walden Initiative b) Boys Brigade c) The Diamonds
F&E 142-23	<p>Uttlesford Citizen's Advice - £15,000 – Running Costs</p> <p>Committee noted UCA has requested £15,000 for their running costs, SWTC has already set a budget provision of £12,000 to support UCA this financial year, 2023/24.</p> <p>It was resolved: to grant £12,000 as this is already set within the budget and the budget working group to consider an increased provision to £15,000 for the 2024/25 budget.</p>
F&E 143-23	<p>Urgent Information Items</p> <p>There were no matters raised.</p>
F&E 144-23	<p>Date and time of Next Meeting</p> <p>Next meeting to be held on 20th November 2023 at 7.30pm in The Town Hall Saffron Walden</p>

F&E 145-23	<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>
F&E 146-23	Officers left the room, and the chair clerked this part of the meeting.
F&E 147-23	<p>Job Evaluation Scheme (JES)</p> <p>Committee considered the written report and it was resolved to accept the recommendations contained within the report.</p>

The Chairman closed the meeting at 9.52pm