

FINANCE & ESTABLISHMENT COMMITTEE

SAFFRON WALDEN TOWN COUNCIL

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the Town Hall Saffron Walden on Monay 9th December 2024 at 7.30pm

Present Councillors: de Vries (Chair), Freeman, Meloy, Parker and Reeve.

Officers: Deputy Town Clerk and the Responsible Finance Officer (RFO)

Public: None

F & E 182-24	<p>Apologies for absence</p> <p>Apologies were received and accepted from Cllrs Ahmed, Coote, Eke, Gadd, McBirnie and Shotropa.</p>
F & E 183-24	<p>To receive any Declarations of Interest</p> <p>Cllr Freeman and Reeve declared a generic non-pecuniary interest as District Councillor for Uttlesford District Council.</p>
F&E 184-24	<p>Public Speaking Time</p> <p>There were no questions arising.</p>
F&E 185-24	<p>Minutes of the Finance & Establishment Committee 18.11.2024</p> <p>The 18.11.2024 minutes were accepted as a true and accurate record of that meeting and were signed by the Chairman.</p>
Financial Matters	
F & E 186-24	<p>Expenditure – to be authorised</p> <p>(a) Payment of the accounts received since 18.11.2024 were approved. (b) Payment of accounts for payments already made since 18.11.2024 were approved.</p>
F & E 187-24	<p>Tourist Information Centre</p> <p>It was noted:</p> <ol style="list-style-type: none"> a. Committee will receive the profit and loss account for November 2024 at the January Committee meeting. b. Committee noted and received the officer quarterly update.
F & E 188-24	<p>Monthly Reports</p> <p>Committee received and noted the following monthly reports:</p> <ol style="list-style-type: none"> (a) Bank reconciliation statement with supporting statements (b) Cash Book – showing all income and expenditure for November 2024. (c) Income report broken down by budget code – year to date including comparison of income year to date against previous years.

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

F & E 189-24	<p>Committee Hi-Light Reports</p> <p>Committee received and noted the Hi-Lighted reports from the RFO, documents 8a and 8b. It was noted the future hi-light reports will include a brief narrative summary of the figures.</p>
F & E 190-24	<p>Draft Budget 2025/26</p> <p>Committee noted the draft budget will be presented to the Finance and Establishment Committee at its extraordinary meeting on Friday 20th December at 12.30pm in the Town Hall Saffron Walden.</p>
Grants	
F&E 191-24	<p>Grants Process Update</p> <p>Committee noted on conclusion of the 2025/26 budget, officers will draft a revised grant process for consideration at a future F&E Committee Meeting. Any proposed revisions will further align with considerations as per the September 2024 F&E Committee meeting.</p>
F&E 192-24	<p>Uttlesford Citizens Advice Update</p> <p>Committee noted and received the completed grant monitoring form from Uttlesford Citizens Advice.</p>
F & E 193-24	<p>Urgent Information Items</p> <p>There were no matters raised.</p>
F & E 194-24	<p>Date and time of Next Meeting</p> <p>Next meetings to be held on</p> <ol style="list-style-type: none"> a. Friday 20th December 2024 at The Town Hall, Saffron Walden to consider the draft budget. b. Monday 20th January 2025 at 7.30pm in the Town Hall, Saffron Walden

The Chairman closed the meeting at 8.25pm