

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

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the Town Hall, Saffron Walden on Monday 22nd May 2023 at 7.30pm

Present Councillors: Cllr Coote, de Vries (Chair), McBirnie, Meloy and Shotropa.

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

Public: No members of the public were present

F&E 060-23	<p>Election of Committee Chair</p> <p>Cllr Coote opened the meeting as the Deputy Chair for 2022/23.</p> <p>Cllr Coote nominated Cllr de Vries as Chair for 2023/24, this was seconded by Cllr Reeve. No other nominations were proposed, and Cllr de Vries accepted the nomination for Chair.</p> <p>It was unanimously agreed Cllr de Vries would be the Chair of the Finance and Establishment committee for 2023/24.</p>
F&E 061-23	<p>Election of Deputy Committee Chair</p> <p>Cllr McBirnie nominated Cllr Coote as Deputy Chair for 2023/24, this was seconded by Cllr Shotropa. No other nominations were proposed, and Cllr Coote accepted the nomination.</p> <p>It was unanimously agreed Cllr Coote would be the Deputy Chair of the Finance and Establishment committee for 2023/24.</p>
F & E 062-23	<p>Apologies for absence</p> <p>Apologies were received and accepted from Cllrs Abercrombie, Eke, Gadd and Reeve.</p>
F & E 063-23	<p>To receive any Declarations of Interest</p> <p>Cllrs Coote and McBirnie declared a generic non-pecuniary interest as District Councillor for Uttlesford District Council.</p>
F & E 064-23	<p>Public Speaking Time</p> <p>There were no questions arising.</p>
F & E 065-23	<p>Minutes of the Finance & Establishment Committee 17.04.2023</p> <p>The minutes were accepted as a true and accurate record of that meeting and were signed by the Chairman.</p>

Signed as a true and accurate record

Minutes of the Finance & Establishment Committee May 2023

Financial Matters

	<p>It was noted the Committee contained a number of newly elected Councillors with little or no previous experience of managing Town Council finances. In addressing this situation, the RFO and Town Clerk briefly explained each report in turn, noting its purpose and rationale before requesting Members to agree/authorise the accounts.</p> <p>It was further noted that specific finance training has been set aside for Monday 12th (general finance training) and 19th June (for F & E Committee members).</p>
F & E 066-23	<p>Expenditure – to be authorised</p> <p>(a) Payment of the accounts received since 17th April 2023 were approved. (b) Payment of accounts for payments already made since 17th April 2023 were approved.</p>
F & E 067-23	<p>Tourist Information Centre</p> <p>The Committee received and noted the profit and loss account for April 2023.</p>
F & E 068-23	<p>Monthly Reports</p> <p>Committee received and noted the following monthly reports:</p> <p>(a) Bank reconciliation statement with supporting statements</p> <p>(b) Cash Book – showing all income and expenditure for April 2023</p> <p>(c) Income report broken down by budget code – year to date including comparison of income year to date against previous years.</p>
F & E 069-23	<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 8(a) or 8(b).</p>
F & E 070-23	<p>Annual Governance and Accountability Return 2022-23 (Annual Return)</p> <p>(a) Annual Internal Audit Report: Committee received and accepted the unqualified Internal Auditor’s Report as presented</p> <p>(b) Annual Governance Statement 2022-23 with detailed explanations: Noted and accepted</p> <p>(c) Reconciliation documents: Noted and accepted</p> <p>(d) Asset Register: Noted and accepted</p>

	<p>(e) Dates for the exercise of public rights: The dates of Monday 19th June ending Friday 28th July 2023 were approved, subject to ratification of the accounts by Full Council</p> <p>(f) Section 1 of the Annual Governance Statement: Committee responded in the affirmative to all sections</p> <p>It was unanimously Resolved:</p> <p>To approve all papers presented and the Annual Governance Statement for 2022-23 with a recommendation to Full Council to approve the Annual Return, Statement and all supporting documents.</p>
F & E 071-23	<p>Financial Administration for the year ending 2023/24</p> <p>a) It was noted the appointment of the Internal Auditor and scope of works will be considered at the June 2023 Committee meeting.</p> <p>b) Risk Assessment: Approved and noted by Committee</p> <p>c) Internal Controls: Approved and noted by Committee</p>
F&E 072-23	<p>Precept Tranche Received</p> <p>Committee noted the first tranche of precept payment of ££631,803.00 for 2023/24 has been received.</p>
F & E 073-23	<p>Urgent Information Items</p> <p>The RFO noted new councillors need to be added as bank signatories and this will be arranged outside the meeting.</p>
F & E 074-23	<p>Date and time of Next Meeting</p> <p>Next meeting to be held on Monday 19th June 2023 at The Town Hall, Saffron Walden at 7.30pm</p>

The Chairman closed the meeting at 8.30pm