

The Town Hall
Market Street
Saffron Walden
CB10 1HZ

Tel: 01799 516501
www: saffronwalden.gov.uk



Agenda Finance & Establishment Committee

To Committee Members: Councillors: Cllrs Ahmed (Mayor), Coote, de Vries (Committee Chair), Eke, Freeman (Leader), McBirnie, Hawke-Smith, Parker and McLellan (Committee Deputy Chair).

You are summoned to attend a MEETING of the FINANCE & ESTABLISHMENT COMMITTEE of SAFFRON WALDEN to be held in the Town Hall, on **Monday 15th September 2025** commencing at **7.30pm** 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.

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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.

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For information about this meeting please contact the Town Council:

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

General Enquiries – Saffron Walden Town Council Offices, The Town Hall, Market Place, Saffron Walden, CB10 1HR | Website: www.saffronwalden.gov.uk

Recording of meetings

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

General Data Protection Regulations (GDPR) 2018:

For details of the Town Council's Privacy Notice, please visit our website: <http://saffronwalden.gov.uk/policies/>



Lisa Courtney, Town Clerk

10 September 2025

1	<p>Apologies for absence</p> <p>To receive apologies and consider requests for approved absence</p>
2	<p>To receive any Declarations of Interest</p> <p>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</p> <p>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</p> <p>To verify the Minutes of the Committee meeting held in 21.07.2025</p>
	<p>Financial Matters</p>
	<p>The following are standard items for consideration for a Committee meeting, focussing on business matters</p>

5	<p>Expenditure – to be authorised</p> <p>(a) To approve the payment of the invoices received since 26.08.25. BACS and Cheques for these invoices have not yet been authorised, awaiting approval by this meeting.</p> <p>(b) To retrospectively approve the payment of the invoices received since 16.07.25 to 25.08.25. BACS and Cheques for these invoices have not yet been authorised, (these payments have already been made during the August recess period).</p> <p>(c) To approve payments or DDs, STOs, debit card payments and cheques already issued since 26.08.25</p>
6	<p>Tourist Information Centre</p> <p>Profit and Loss Account for July and August 2025</p>
7	<p>Monthly Reports</p> <p>(a) Bank reconciliation statement with supporting statements.</p> <p>(b) Cash Book – showing all income and expenditure for the month of July and August 2025 combined</p> <p>(c) Income report, broken down by budget code – year to date including comparison of income year to date for prior years.</p>
8	<p>Committee Hi-Light Reports</p> <p>To receive and note the reports from the RFO being a highlight report bringing to the attention of Committee any items for note or action. Documents attached are:</p> <p>8(a).1 = income and expenditure to end of July 2025 8(a).2 = income and expenditure to end of August 2025</p> <p>8(a).3 = narrative on income and expenditure covering July and August 2025</p> <p>8(b) = EMR covering July and August 2025</p> <p>8(c) = cashflow forecast to 31.3.26</p>
9	<p>Risk assessments for financial year ending 31.3.26</p> <p>(a) As requested at the June F&E Committee meeting, the RA has been reviewed, adding in a RAG evaluation, incorporating an assessment of the Council's risk. Committee is requested to review and consider adoption of the revised risk assessments (note these must be further approved by Full Council)</p> <p>(b) As referenced within the revised RA, to nominate a Councillor to review internal control measures and to report back to the December 2025 F&E Committee meeting</p>

10	<p>Committee Reports – as per June F&E</p> <p>The F&E Committee currently receives a series of monthly reports, including;</p> <ul style="list-style-type: none"> (a) List of payments for approval (mandatory) (b) List of payments made since last payment (ie DD/STOs/Credit card) (mandatory) (c) Profit and loss account for Tourist information Centre (discretionary) (d) Bank reconciliation statement (as per financial regulations) (e) Cash book (as per financial regulations) (f) Income report (g) Update on the progress of grants SWTC has applied for (discretionary) <p>Committee is requested to consider:</p> <ul style="list-style-type: none"> • Continuation of the current discretionary reports monthly or to reconsider their inclusion and/or scheduling on a less frequent basis • Any other additional reports Committee may require
	<p style="text-align: center;">Grant Applications – Committee to consider the following requests</p> <p>Balance of Grants Budget as at 05.09.25</p> <p>Small grants scheme £2,200 Youth partnership £2,770 Resilience funds (covid fund) £1,394 FOC hall hire £1,777 Total Grant Funding available £8,141</p>
11	<p>Grant Applications</p> <p>To consider the following requests for funding under the Town Council's grant process:</p> <ul style="list-style-type: none"> (a) Club 41 – Free of charge hire of the Council Chamber – equivalent to £220 The request is for free of charge hire of the Council Chamber to host a national meeting of the Club 41 (post Round Table). Details as attached (b) SW Round Table – Free of charge hire of the Common - £800 The request is for free of charge hire of the Common for the annual fireworks. Details as attached
12	<p>Saffron Hall Trust (SHT) - Grant Funding</p> <p>Committee is requested to note the following for information purposes only:</p> <ul style="list-style-type: none"> (a) As agreed at the January 2025 Full Council meeting as an integral part of the 2025/26 budget, (FC 008-25), the £8,000 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. A copy of their grant application form and

	<p>summary budget is attached for information purposes only, noting the grant has been paid.</p> <p>(b) Committee is further requested to note that the Service Level Agreement for 2025/26, aligning with the direction from Council, has been signed between SWTC and SHT which clearly identifies the roles and responsibilities of both parties, working towards shared goals and outcomes.</p>
13	<p>SW Initiative – Grant Monitoring Form £500 towards PA & FOC Hall Hire</p> <p>To receive the attached grant monitoring from SW Initiative concluding this grant request.</p>
14	<p>Policies</p> <p>The following policies are due for consideration:</p> <ul style="list-style-type: none"> (a) Exit Interview – no changes are proposed (b) Access to Information – no changes are proposed (c) Equal Opportunities – no changes are proposed (d) Privacy – no changes are proposed (e) Reserves – no changes are proposed (f) IT Policy – Proposed changes shown in yellow text (g) Mental Health Policy – New proposed policy, prepared in liaison with the Council’s HR provider.
15	<p>Website Accessibility</p> <p>To receive a report as attached regarding the Council’s legal obligation to comply with digital, data and information governance, as part of the newly introduced requirement under the AGAR reporting system. The attached report summarises the requirements, including resourcing required to ensure compliance. Note Council must comply with this legislation within the 2025/26 financial year and is required to assert compliance as part of the annual audit process.</p>
16	<p>Urgent Information Items</p> <p>Any items to verbally report for information only</p>
17	<p>Date and time of Next Meeting</p> <p>Monday 13 October 2025 at 7.30pm in the Town Hall, Saffron Walden</p>

18	<p>Committee Future Meeting Date for December 2025</p> <p>At the Budget sub-committee meeting on 03.09.25, it was agreed to next meet in December and once the Band D figure was advised by UDC (likely to be advised w/c 8th December 2025).</p> <p>In accordance with its terms of reference, the Budget sub-committee reports into F&E Committee. It is likely that the next Budget sub-Committee meeting will be held on Monday 15th, Tuesday 16th or Weds 17th December 2025. The December F&E Committee meeting is scheduled for Monday 8th December.</p> <p>To ensure the sub-Committee reports into the F&E committee prior to the budget being considered at the January 2026 Full Council meeting, it is suggested the December F&E Committee meeting is postponed from Monday 8th December to Monday 22nd December 2025. Committee is requested to consider the date change for December 2025 meeting.</p>
19	<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> <p>This item is confidential because it involves employee personal information, publishing would breach data protection</p>
20	<p>1st Draft Budget 2026/27</p> <p>In accordance with the Sub-Committee terms of reference, Committee is requested to approve (or otherwise) the work of the Sub-Committee to date.</p> <p>The F&E Committee (and/or Budget sub-committee) is further requested to report to the October 2025 Full Council meeting, at which Council will be asked to consider and endorse (or otherwise) the 2026/27 draft budget.</p> <p>An extract from the Budget Sub-Committee terms of reference is provided below:</p> <p><i>“Reporting Process: The Sub-Committee will report monthly to both the F&E Committee and Council.</i></p> <p><i>At the Council meetings, Council will be requested to sanction proposed recommendations during the process, thus providing comfort that the day-to-day work of the sub-Committee aligns with Council’s expectations. This sanctioning provides certainty and firm direction to the sub-committee, thereby reducing the risk of draft budgets misaligning with Council’s expectations”</i></p> <p>The following papers are attached with documents (a) to (c) being public documents and (d) to (h) being confidential, forming the recommended 1st draft budget for 2026/27 from the Budget Sub-Committee.</p>

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| | <ul style="list-style-type: none">(a) Schedule of works and meetings as agreed at the sub-committee meeting on 30.07.25 (dates within this schedule of works have been subsequently superseded following the sub-committee meeting on 03.09.25) (public document)(b) Approved minutes from sub-committee meeting held on 30.07.25 (public document)(c) Draft minutes from sub-committee meeting held on 03.09.25 (public document)(d) Copy of 1st draft budget (confidential)(e) Copy of Statement of Fact, annotating the basis under which the 1st draft budget is presented (confidential)(f) Budget considerations list, annotating those items not contained in a stand-still budget (confidential)(g) Copy of EMR budget (confidential)(h) Copy of projected income (confidential) |
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