

FINANCE & ESTABLISHMENT COMMITTEE
SAFFRON WALDEN TOWN COUNCIL

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the
Town Hall Saffron Walden on Monday 16 June 2025 at 7.30pm

Present Councillors: Ahmed, de Vries(Chair), Eke, Freeman, McBirnie, McLellan and Meloy

Officers: Town Clerk and Responsible Finance Officer (RFO)

Public: None

F & E 080-25	Apologies for absence Apologies were received and accepted from Cllrs Coote, Hawke-Smith and Parker.
F & E 081-25	To receive any Declarations of Interest Cllr Ahmed, Freeman and McBirnie declared generic non-pecuniary interests as District Councillors for Uttlesford District Council.
F&E 082-25	Public Speaking Time There were no questions arising.
F&E 083-25	Minutes of the Finance & Establishment Committee 19.05.2025 The minutes were accepted as a true and accurate record of that meeting and were signed by the Chairman.
Financial Matters	
F & E 084-25	Expenditure – to be authorised (a) Payment of the accounts received since 19.05.2025 were approved. (b) Payment of accounts for payments already made since 19.05.2025 were approved.
F & E 085-25	Tourist Information Centre The Committee received and noted the profit and loss account for May 2025
F & E 086-25	Monthly Reports Committee received and noted the following monthly reports: (a) Bank reconciliation statement with supporting statements (b) Cash Book – showing all income and expenditure for May 2025 (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 June 2025

F & E 087-25	Committee Hi-Light Reports 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).
F & E 088-25	Financial Administration for the year ending 2025/26 It was Resolved : To approve the following for recommended adoption to the July Full Council meeting: <ul style="list-style-type: none"> (a) Internal Auditor's scope of works (b) Risk Assessments - Members further considered potential revisions which could enhance existing risk assessments and requested a revised risk assessment to include the following: <ul style="list-style-type: none"> (i) A RAG risk status for each risk, identifying risk both before and after mitigation measures (ii) A report which reviews the Council's effectiveness of risk management (this may form part of any revised risk assessment process). (c) Internal Control Measures
F&E 089-25	Committee Reports It was Resolved : To postpone consideration of this matter, pending any changes to the risk assessment as referenced above.
	Grants
F&E 090-25	Saffron Walden Round Table – Grant Monitoring Form – Bridge End Garden FOC Hire It was Resolved : To receive and note the grant monitoring form concluding this grant request.
F&E 091-25	Grant Request – Motor Show – Free of Charge Hire of the Common £150.00 It was Resolved : To grant the free of charge hire request.
F&E 092-25	SWTC Grant Review Programme Committee noted a revised grants policy will come forward to a future meeting, having reference to the Council's corporate priorities/objectives.
F & E 093-25	Urgent Information Items There were no matters raised.
F & E 094-25	Date and time of Next Meeting Next meeting to be held on Monday 21 July at 7.30pm in the Town Hall, Saffron Walden

The Chairman closed the meeting at 20.40.

Signed as a true and accurate record
 Minutes of the Finance & Establishment Committee June 2025