

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: (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: (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.