

FINANCE & ESTABLISHMENT COMMITTEE
SAFFRON WALDEN TOWN COUNCIL

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the
Town Hall, Saffron Walden on Monday 16th February 2026 at 7.30pm

Present Councillors: de Vries (Chair), Eke, Fiddy, Hawke-Smith, McLellan.

Officers: Town Clerk and Responsible Finance Officer (RFO)

Public: Representatives of Uttlesford Foodbank and Saffron Hall.

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| F & E 015-26 | Apologies for absence Apologies were received and accepted from Cllrs Ahmed, Freeman and McBirnie. Absent Cllrs Coote and Parker. |
| F & E 016-26 | To receive any Declarations of Interest Cllr Fiddy declared a generic non-pecuniary interest as District Councillor for Uttlesford District Council. |
| F&E 017-26 | Public Speaking Time There were no questions raised |
| F&E 018-26 | Committee agreed to bring forward agenda item 14. |
| F&E 019-26 | Saffron Hall Presentation A representative from Saffron Hall was present (as requested by Committee in September 2025), to speak further to the partnership working with SWTC. The representative provided a brief presentation, passing on thanks to SWTC staff and councillors for the continued support. |
| F&E 020-26 | Minutes of the Finance & Establishment Committee 19.01.2026 The 19.01.2026 minutes were accepted as a true and accurate record of that meeting and were signed by the Chairman. |
| Financial Matters | |
| F&E 021-26 | Expenditure – to be authorised (a) Payment of the accounts received since 19.01.2026 were approved. (b) Payment of accounts for payments already made since 19.01.2026 were approved. |

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| F&E 022-26 | <p>Monthly Reports</p> <p>Committee received and noted the following reports:</p> <ul style="list-style-type: none"> (a) Bank reconciliation statement with supporting statements. (b) Income report, broken down by budget code – year to date including comparison of income year to date for prior years. |
| F&E 023-26 | <p>Committee Hi-Light Reports</p> <p>Committee received and noted the following reports:</p> <ul style="list-style-type: none"> (a) Highlight report (b) Income and Expenditure report for January 2026 (and YTD) (c) EMR report for January 2026 (and YTD) |
| F&E 024-26 | <p>Risk Assessments</p> <p>Committee received and noted the written update report on the Council's risk assessments requirements.</p> |
| F&E 025-26 | <p>Financial Regs</p> <p>Committee considered the proposed changes to the current Financial Regulations, as detailed in the written report.</p> <p>Unanimously resolved: To support the proposed changes and recommend adoption at the March Full Council meeting.</p> |
| F&E 026-26 | <p>Linden Homes S106 money</p> <p>Committee noted officers continue to:</p> <ul style="list-style-type: none"> (a) Seek payment of the S106 monies, delays sit with the developer and UDC. (b) Assess the future needs of the Council for the Linden Homes site, and wider public open spaces. In this regard, Officers are reviewing the longer-term machinery/vehicle requirements, seeking costs for a number of options. Further details will be presented to a future F&E Committee meeting at the earliest opportunity, and once the service needs have been assessed by the Assets & Services Committee. Officers were requested to consider the option of leasing vehicles as opposed to outright purchase, and to include details in any future report. <p>Part of the conversation was held under part 2 conditions, given the sensitivities of the situation – refer to Min Ref F&E 036-26</p> |

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| F&E 027-26 | <p>Uttlesford Foodbank – FOC hire request £432</p> <p>Committee received the grant application requesting FOC hire of Town Hall Court Room to host their Project Prom event.</p> <p>A representative from the Foodbank was present and spoke further to their grant application, noting the project seeks to provide donated pre-loved wear for free to those who may not otherwise be able to attend events.</p> <p>Unanimously Resolved: To grant the free of charge hire request.</p> |
| F&E 028-26 | <p>Saffron Walden Round Table – Free of Charge Hire Request</p> <p>Committee received the grant application requesting FOC hire of Bridge End Garden to host their annual family, Easter Egg Hunt.</p> <p>Unanimously Resolved: To grant the free of charge hire request.</p> |
| F&E 029-26 | <p>Enterprise East CIC – Free of Charge Hire Request - £607</p> <p>Committee received the grant application requesting FOC hire of the Town Hall Assembly Hall to host their volunteer celebration event.</p> <p>Committee requested confirmation as to whether the celebration event is for any/all volunteers or only those that volunteer with EE CIC and whether there is any flexibility of dates, given June is peak period and during the wedding season.</p> <p>Resolved: To defer the decision until the above is confirmed.</p> |
| F&E 030-26 | <p>Touchpoint Grant Monitoring Form</p> <p>Committee received the grant monitoring form, concluding this grant application.</p> |
| F&E 031-26 | <p>SWTC third party grant applications</p> <p>Committee noted the written update detailing progress made on third party grant applications and grants identified for progression.</p> |
| F&E 032-26 | <p>Urgent Information Items</p> <p>There were no matters raised.</p> |
| F&E 033-26 | <p>Date and time of Next Meeting</p> <p>Next meeting to be held on Monday 16 March 2026 at 7.30pm in the Town Hall, Saffron Walden.</p> |

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| <p>F&E 034-26</p> | <p>Confidential Item – Exclusion of Press and Public (Part II meeting)</p> <p>Resolved 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>F&E 035-26</p> | <p>Town Clerk’s Appraisal</p> <p>Committee received a summary from Cllr de Vries following the appraisal of the Town Clerk on 13.01.26.</p> |
| <p>F&E 036-26</p> | <p>Linden Homes S106 money (continued from Min Ref F&E026-26)</p> <p>Unanimously Resolved: to note the update and to raise a complaint with UDC regarding changes to their custom and practices in distributing S106 monies.</p> |

The Chairman closed the meeting at 9.15pm

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