

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

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the Town Hall, Saffron Walden on Monday 17<sup>th</sup> November 2025 at 7.30pm

Present Councillors: Ahmed, de Vries (Chair), Eke, Freeman and Hawke-Smith.

Officers: Town Clerk, Responsible Finance Officer (RFO) and Temporary HR Officer.

Public: None

F & E 150-25	<b>Apologies for absence</b>  Apologies were received and accepted from Cllrs Coote, McBirnie and McLellan. Absent Cllr Parker.
F & E 151-25	<b>To receive any Declarations of Interest</b>  Cllr Ahmed and Freeman declared generic non-pecuniary interests as District Councillor for Uttlesford District Council.
F&E 152-25	<b>Public Speaking Time</b>  There were no questions arising.
F&E 153-25	<b>Minutes of the Finance &amp; Establishment Committee 20.10.2025</b>  The 20.10.2025 minutes were accepted as a true and accurate record of that meeting and were signed by the Chairman.
F&E 154-25	<b>It was resolved to bring forward agenda item 8, HR Update</b>
F&E 155-25	<b>HR System Update</b>  <b>Resolved:</b> To receive with thanks the written and verbal update regarding the online HR database which was presented by the HR officer. The HR Officer left the meeting.
<b>Financial Matters</b>	
F & E 156-25	<b>Expenditure – to be authorised</b>  (a) Payment of the accounts received since 20.10.2025 were approved. (b) Payment of accounts for payments already made since 20.10.2025 were approved.

F & E 157-25	<p><b>Monthly Reports</b></p> <p>Committee received and noted the following monthly reports:</p> <ul style="list-style-type: none"> <li>(a) Bank reconciliation statement with supporting statements</li> <li>(b) Income report broken down by budget code – year to date including comparison of income year to date against previous years.</li> </ul>
F & E 158-25	<p><b>Committee Hi-Light Reports</b></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(c).</p>
F & E 159-25	<p><b>Policies</b></p> <p>It was <b>Resolved</b> to adopt the following policies as presented:</p> <ul style="list-style-type: none"> <li>(a) Absence</li> <li>(b) Mobile Phone</li> <li>(c) Sexual Harassment</li> </ul>
F & E 160-25	<p><b>Annual Governance Review</b></p> <p>Committee noted the accounts for 2024/25 have been signed off by the external auditor.</p>
F&E 161-25	<p><b>Citizens' Advice – Grant Funding</b></p> <p>Committee received CA's grant application form, awarding CA with £10k as agreed as part of the 2025/26 budget.</p>
F&E 162-25	<p><b>SWTC Grants Process Review</b></p> <p>Committee agreed to adopt the revised Grant Application process as presented.</p> <p>Committee noted: In the new year, on conclusion of the budget, a further grant review will be undertaken to consider the long-term grants process (i.e., awarding of grant monies on an extended basis) to ensure fairness and equitability in the process.</p>
F&E 163-25	<p><b>SWTC third party grant applications</b></p> <p>Committee received the attached update detailing progress made on third party grant applications and grants identified for progression.</p>
F&E 164-25	<p><b>Urgent Information Items</b></p> <p>There were no matters raised.</p>
F & E 165-25	<p><b>Date and time of Next Meeting</b></p> <p>Next meeting to be held on Friday 19th December at 10.00am in the Town Hall, Saffron Walden.</p>

F & E 166-25	<p><b>Confidential Item – Exclusion of Press and Public (Part II meeting)</b></p> <p>It was 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>This item is confidential because it involves employee personal information, publishing this information would breach data protection</p>
F&E 167-25	<p><b>2026/27 Draft Budget</b></p> <p>Committee received the draft minutes from the F&amp;E Budget Sub-Committee and the recommendation within (021-25).</p> <p><b>Resolved:</b> To support the recommendation from the Budget Sub-Committee</p>

The Chairman closed the meeting at 9pm

DRAFT