

FINANCE & ESTABLISHMENT COMMITTEE

SAFFRON WALDEN TOWN COUNCIL

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the Town Hall, Saffron Walden on Monday 21 July 2025 at 7.30pm

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

Officers: Town Clerk and Responsible Finance Officer (RFO)
Public: None

F & E 095-25	<p>Apologies for absence</p> <p>Apologies were received and accepted from Cllr McBirnie.</p> <p>Absent: Cllr Parker.</p>
F & E 096-25	<p>To receive any Declarations of Interest</p> <p>Cllrs Ahmed, Coote and Freeman declared generic non-pecuniary interests as District Councillor for Uttlesford District Council.</p>
F&E 097-25	<p>Public Speaking Time</p> <p>There were no questions arising.</p>
F&E 098-25	<p>Minutes of the Finance & Establishment Committee 16.06.2025</p> <p>The 16.06.2025 minutes were accepted as a true and accurate record of that meeting and were signed by the Chairman.</p>
Financial Matters	
F & E 099-25	<p>Expenditure – to be authorised</p> <p>(a) Payment of the accounts received since 16.06.025 were approved. (b) Payment of accounts for payments already made since 16.06.2025 were approved.</p>
F & E 100-25	<p>Tourist Information Centre</p> <p>The Committee received and noted the profit and loss account for June 2025</p>
F & E 101-25	<p>Monthly Reports</p> <p>Committee received and noted the following monthly reports:</p> <p>(a) Bank reconciliation statement with supporting statements</p> <p>(b) Cash Book – showing all income and expenditure for June 2025</p>

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	<p>(c) Income report broken down by budget code – year to date including comparison of income year to date against previous years.</p> <p>(d) Cash flow forecast – noted (administrative note to amend colours on report)</p>
F & E 102-25	<p>Committee Hi-Light Reports</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 8a-d.</p>
F & E 103-25	<p>Residential Rental Report</p> <p>It was Resolved:</p> <p>To receive the written report detailing the income received in the first quarter from the three flats at 5 Market Place.</p>
F & E 104-25	<p>Mental Health and Neonatal Care Leave Policy</p> <p>It was Resolved:</p> <p>(a) To adopt the Neonatal Care Leave Policy as proposed.</p> <p>(b) To note that a mental health policy will be presented to a future meeting and prepared in liaison with the appointed HR advisor.</p>
	Grants
F & E 105-25	<p>Hope Community Association – Grant Monitoring Form</p> <p>It was Resolved:</p> <p>To receive and note the grant monitoring form.</p>
F & E 106-25	<p>SWTC third party grant applications</p> <p>It was Resolved:</p> <p>To receive and note the update report</p>
F & E 107-25	<p>Urgent Information Items</p> <p>Cllr Coote suggested that air conditioning units should be costed for the offices at No 5 Market Place and should form part of the 2026/27 budget considerations.</p>
F & E	<p>Date and time of Next Meeting</p> <p>Next meeting to be held on 15 September 2025 at The Town Hall, Saffron Walden</p>

The Chairman closed the meeting at 8.10pm

Signed as a true and accurate record

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