

FINANCE & ESTABLISHMENT SUB-COMMITTEE (Budget Setting 2026-27)

SAFFRON WALDEN TOWN COUNCIL

MINUTES of the FINANCE & ESTABLISHMENT SUB-COMMITTEE (Budget Setting 2026-27) MEETING held on Wednesday 3rd September 2025 in the Town Hall, Saffron Walden at 10.00am

Present Councillors: Ahmed, Asker, Curtis, Eke (from 10.33am), Freeman, McLellan and Parker (as substitute for Cllr Porch)

Officers: Town Clerk, Responsible Finance Officer (RFO) and Operations Manager

Public: None

Budget 007-25	Apologies for absence Apologies were received from Cllrs de Vries and Porch Noted that Cllr Parker was substituting for Cllr Porch
Budget 008-25	To receive any Declarations of Interest Cllrs Ahmed, Asker, Coote and Freeman declared generic non-pecuniary interests as members of Uttlesford District Council.
Budget 009-25	Public Speaking Time No public present, no matters raised
Budget 010-25	Minutes from the previous meeting Minutes from the meeting held on 30.7.25 were agreed and signed by the Chair as a true and accurate record of the meeting
Budget 011-25	Urgent Information Items No matters were raised
Budget 012-25	Date and time of Next Meeting It was Resolved : That the next meeting will be held in December 2025, subject to receipt of Band D housing numbers from UDC. The Committee noted and agreed the option to meet earlier than December 2025 should financial information come forward which would benefit an earlier meeting
Budget 013-25	Confidential Item – Exclusion of Press and Public (Part II meeting) 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>Budget 014-25</p>	<p>Budget and Supporting Papers</p> <p>Officers presented the 1st draft budget, broadly aligning with the expectations of the Committee's terms of reference, as agreed at the July 2025 Full Council meeting, being (extract from Terms of Reference):</p> <p><i>Financial Parameters: The budget for 2026/27 should be to a recommended maximum of 3.5% increase on the 2025/26 budget; should the budget sub-committee recommend an increase greater than 3.5%, this must be communicated to Council at the earliest opportunity. On making any such increase request, the sub-committee must provide clear evidenced rationale for the proposed increase</i></p> <p>Committee reviewed the supporting papers, including</p> <ul style="list-style-type: none"> (a) 1st draft budget (standstill budget); (b) Statement of fact (outlining the basis under which the 1st draft budget was presented); (c) Budget consideration list (highlighting those items excluded/reduced in the 1st draft budget); (d) Proposed contributions to EMR; (e) Projected income <p>The 1st draft budget recognised a potential increase of 3.93%, against an expectation (as per Terms of Reference) of 3.5%, the difference being 0.43% or £6,172</p> <p>Committee noted this deficit could be bridged in the following ways:</p> <ul style="list-style-type: none"> (a) Recognising additional cost savings against the 1st draft budget of £6,172 and/or (b) From additional Band D housing not currently included within the 1st draft budget calculations as this information is not yet known. Should the Band D housing number increase, extra monies would be available. The RFO advised 50 additional houses would recognise £10,600, whilst 200 would recognise £42,000. Noted that 29 additional houses were required to meet the deficit of £6,172. It is anticipated this information will be received from UDC by the end of November/early December 2025, and/or (c) Anticipated carry forwards from 2025/26 budget <p>Following an informed and comprehensive review of the documents provided, it was Resolved Unanimously:</p>
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| | <p>(a) To adopt the principles of the 1st draft budget as presented with a caveat that the Budget Sub-Committee reconvenes in December once the Band D housing numbers for 2026/27 are advised by UDC. This will enable further consideration and reconciliation of the £6,172 deficit.</p> <p>(b) That if Band D housing numbers and/or carry forwards exceed the £6,172 deficit, any surplus monies to be allocated to EMR projects and/or to include/increase any budgetary items as noted within the budget consideration list.</p> <p>(c) To recommend the principles of the 1st draft budget to the September F&E meeting (and subsequently to October Full Council meeting).</p> <p>(d) To present quotes for air-conditioning units to a future A&S Committee for due consideration.</p> <p>(e) To consider alternative pension provision for new employees; details to be presented to a future F&E Committee</p> |
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Meeting Closed 11.30am