

FINANCE & ESTABLISHMENT COMMITTEE
SAFFRON WALDEN TOWN COUNCIL

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the Town Hall, Saffron Walden on Monday 20 October 2025 at 7.30pm

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

Officers: Town Clerk and Responsible Finance Officer (RFO)

Public: Two representatives of St Mary's Church
One representative of Saffron Walden Cricket Club
One representative of Saffron Walden Initiative

F & E 131-25	<p>Apologies for absence</p> <p>Apologies were received and accepted from Cllrs Coote, Eke, McBirnie and McLellan.</p>
F & E 132-21	<p>To receive any Declarations of Interest</p> <p>Cllr Ahmed and Freeman declared a generic non-pecuniary interest as District Councillor for Uttlesford District Council.</p> <p>Cllr Hawke-Smith declared a generic non-pecuniary interest as a member of Saffron Walden Initiative.</p> <p>Cllr Freeman declared a generic non-pecuniary interest as a member of the bell ringing society</p>
F & E 133-25	<p>Public Speaking Time</p> <p>There were no questions arising.</p>
F & E 134-25	<p>Committee agreed to bring forward agenda items 11, 12 and 13 grant applications.</p>
F & E 135-25	<p>Grant Application Form Saffron Walden Cricket Club £950.00</p> <p>The representative explained that Saffron Walden Cricket Club is requesting £950 for installation of updated electrics to the Club House pavilion.</p> <p>Resolved: To award the £950 grant request.</p>
F & E 136-25	<p>Saffron Walden Society of Change Ringers £1,000</p> <p>The representative explained that Saffron Walden Society of Change Ringers is requesting £1,000 to support completion of their two-phase bell recasting and awareness project.</p>

	Resolved: To partially award the grant request at £500. Committee noted the applicant is welcome to make a second application in the new financial year if required with an update on the project funding.
F & E 137-25	Grant Application Form Saffron Walden Initiative Winstanley Christmas Late Night Shopping £500.00 The representative explained SWI is requesting any monetary support for the running costs of the annual Christmas event. Resolved: To partially award the grant request at £250.00.
F & E 138-25	Minutes of the Finance & Establishment Committee 15.09.2025 The 15.09.2025 minutes were accepted as a true and accurate record of that meeting and were signed by the Chairman.
Financial Matters	
F & E 139-25	Expenditure – to be authorised (a) Payment of the accounts received since 15.09.2025 were approved. (b) Payment of accounts for payments already made since 15.09.2025 were approved.
F & E 140-25	Tourist Information Centre Committee noted the Profit and Loss Account will be presented quarterly. The first quarterly report will be presented in January 2026 for the period October-December 2025.
F & E 141-25	Monthly Reports Committee received and noted the following monthly reports: (a) Bank reconciliation statement with supporting statements (b) Cash Book – Committee noted this will be presented quarterly. The first quarterly report will be presented in January 2026 for the period October-December 2025. (c) Income report broken down by budget code – year to date including comparison of income year to date against previous years.
F & E 142-25	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(d).
F & E 143-25	Receipt of Precept Committee noted the receipt of the second tranche of the precept of £721,158.00 received 25th September 2025.

F & E 144-25	<p>Good Governance – Training</p> <p>Committee noted the following training updates - available for all Councillors:</p> <ul style="list-style-type: none"> (a) A series of budget workshops/training sessions were held in August 2025, delivered by SWTC staff. (b) UDC hosted Code of Conduct (c) Following the Code of Conduct training, SWTC Officers will deliver refresher training on Standing Orders and Financial Regulations
F&E 145-25	<p>Saffron Hall Presentation</p> <p>Committee noted:</p> <ul style="list-style-type: none"> (a) At its September meeting, it was agreed to invite Saffron Hall to present at a future meeting. (b) The Saffron Hall presentation has been scheduled for the January 2026 Committee meeting and that all Cllrs should be invited to this meeting.
F&E 146-25	<p>SWTC third party grant applications</p> <p>Committee received the written update, detailing progress made on third party grant applications and grants identified for progression.</p>
F&E 147-25	<p>Employee Handbook Policies</p> <p>Committee noted a series of recommended amendments are proposed within the employee handbook policies, these were discussed and the following was agreed:</p> <p>1. Resolved: To adopt policies (a-n) below with the amendments as presented.</p> <ul style="list-style-type: none"> (a) Alcohol & Drugs (b) Anti Corruption & Bribery (c) Capability (Performance Management) (d) Carers Leave (e) Disciplinary (f) Electronic Information (IT) (g) Emergency time off (h) Flexible working (i) Grievances (j) Parental Leave (k) Smoking (l) Use & Maintenance Council vehicles (m) Whistleblowing

	<p>2. Resolved: To amend policies (a-b) below as specified and re-present to a future Committee meeting.</p> <p>(a) Absence – Amendment; to define ‘extended period’ in paragraph 4.13 and re-present to Committee.</p> <p>(b) Mobile Phone – Amendment; to restrict to formal usage.</p>
<p>F & E 148-25</p>	<p>Urgent Information Items</p> <p>There were no matters raised.</p>
<p>F & E 149-25</p>	<p>Date and time of Next Meeting</p> <p>Next meeting to be held on 17 November 2025 at 7.30pm in the Town Hall Saffron Walden.</p>

The Chairman closed the meeting at 9.30pm

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