

The Town Hall  
Market Street  
Saffron Walden  
CB10 1HZ

Tel: 01799 516501  
www: saffronwalden.gov.uk



## **Agenda Finance & Establishment Committee**

To Committee Members: Councillors: Cllrs Ahmed (Mayor), Coote, de Vries (Committee Chair), Eke, Freeman (Leader), McBirnie, Hawke-Smith, Parker and McLellan (Committee Deputy Chair).

You are summoned to attend a MEETING of the FINANCE & ESTABLISHMENT COMMITTEE of SAFFRON WALDEN to be held in the Town Hall, on **Monday 17<sup>th</sup> November 2025** commencing at **7.30pm** to transact the business as set out in the agenda below.

All other Councillors are welcome to attend this meeting but will not be formal members of the committee and will not receive any voting rights. Non-Committee members will not be able to participate in or remain present for any discussions held under Part 2, Confidential Matters

**Scan the QR code to be taken to the website calendar:**



### **Meetings and the Public**

Members of the public and press are welcome to attend any of the Council's Full Council or Committee meetings and listen to the debate. All agendas, reports and minutes can be viewed on the Council's website [www.saffronwalden.gov.uk](http://www.saffronwalden.gov.uk). For background papers in relation to this meeting please contact [enquiries@saffronwalden.gov.uk](mailto:enquiries@saffronwalden.gov.uk) or phone 01799 516501

The agenda may be split into two parts. Most of the business will be dealt with in Part I which is open to the public. Part II (if applicable) includes items which may be discussed in the absence of the press or public, as they deal with information which is personal or sensitive for some other reason. The press and public will be asked to leave the meeting before Part II items are discussed.

Members of the public are permitted to ask questions at any of these meetings, with each meeting including an agenda item for questions from the public. Members of the public are not required to register in advance of the meeting but it may be useful if you notify your intention to speak either in advance of or at the meeting by emailing: [townclerk@saffronwalden.gov.uk](mailto:townclerk@saffronwalden.gov.uk). If you wish to register at the meeting, please indicate your desire to speak at the allocated Public Speaking Time.

### Facilities for people with disabilities

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### Fire/emergency evacuation procedure

If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest designated fire exit. You will be directed to the nearest exit by a designated officer. It is vital you follow their instructions.

### For information about this meeting please contact the Town Council:

Telephone: 01799 516501 / Email: [enquiries@saffronwalden.gov.uk](mailto:enquiries@saffronwalden.gov.uk)

General Enquiries – Saffron Walden Town Council Offices, The Town Hall, Market Place, Saffron Walden, CB10 1HR | Website: [www.saffronwalden.gov.uk](http://www.saffronwalden.gov.uk)

### Recording of meetings

Meetings will be recorded where possible and practicable to do so.

### General Data Protection Regulations (GDPR) 2018:

For details of the Town Council's Privacy Notice, please visit our website: <http://saffronwalden.gov.uk/policies/>



Lisa Courtney, Town Clerk

12 November 2025

1	<b>Apologies for absence</b> To receive apologies and consider requests for approved absence
2	<b>To receive any Declarations of Interest</b> Members and officers are invited to make any declarations of interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is considered.
3	<b>Public Speaking Time</b> For the public or Press to ask questions of the Committee on matters relating to the agenda.
4	<b>Minutes of the last meeting of the Finance &amp; Establishment Committee</b> To verify the Minutes of the Committee meeting held in 20.10.2025
	<b>Financial Matters</b> The following are standard items for consideration for a Committee meeting, focussing on business matters

5	<p><b>Expenditure – to be authorised</b></p> <p>(a) To approve the payment of the invoices received since 20.10.2025. BACS and Cheques for these invoices have not yet been authorised, awaiting approval by this meeting.</p> <p>(b) To approve payments or DDs, STOs, debit card payments and cheques already issued since 20.10.2025.</p> <p>(c) To agree a date time when nominated Cllrs will attend the Town Council offices to complete the banking process to pay approved invoices</p>
6	<p><b>Monthly Reports</b></p> <p>(a) Bank reconciliation statement with supporting statements.</p> <p>(c) Income report, broken down by budget code – year to date including comparison of income year to date for prior years.</p>
7	<p><b>Committee Hi-Light Reports</b></p> <p>To receive and note the reports from the RFO being a highlight report bringing to the attention of Committee any items for note or action. Documents 8(a) and 8(c) refer.</p>
8	<p><b>HR System Update</b></p> <p>Committee to receive a written regarding the online HR database.</p>
9	<p><b>Policies</b></p> <p>At the October meeting it was resolved: To amend employee handbook policies (a-b) below as specified.</p> <p>These amendments are made as detailed within the attached policies.</p> <p>a. Absence b. Mobile Phone</p> <p>Additionally the following policy is due for re-adoption, no changes are recommended: c. Sexual Harassment</p> <p>Committee is recommended to adopt the policies as proposed.</p>
10	<p><b>Annual Governance Review</b></p> <p>The accounts for 2024/25 have been signed off by the external auditor, committee is asked to note the attached reports.</p>
<b>Grant Applications</b>	
11	<p><b>Citizens’ Advice – Grant Funding</b></p> <p>Committee is requested to note the following for information purposes only:</p>

	<p>(a) As agreed at the January 2025 Full Council meeting as an integral part of the 2025/26 budget, (FC 008-25), £10k was ear-marked for Citizens Advice as a grant.</p> <p>(b) Attached is a copy of their application form</p> <p>(c) In accordance with the 2026/27 budget, the grant monies will be paid to Citizens' Advice</p>
12	<p><b>SWTC Grants Process Review</b></p> <p>Committee is asked to consider the proposed amendment to the SWTC Grant Application process. The proposed change only allows for one successful grant application per annum; additional applications will not be presented to, or considered by the Committee.</p> <p>In the new year, on conclusion of the budget, a further grant review will be considered to consider the long-term grants process (ie awarding of grant monies on an extended basis) to ensure fairness and equitability in the process.</p>
13	<p><b>SWTC third party grant applications</b></p> <p>Committee is asked to note the attached update, detailing progress made on third party grant applications and grants identified for progression.</p>
14	<p><b>Urgent Information Items</b></p> <p>Any items to verbally report for information only</p>
15	<p><b>Date and time of Next Meeting</b></p> <p>Friday 19<sup>th</sup> December at 10.00am in the Town Hall, Saffron Walden</p>
16	<p><b>Confidential Item – Exclusion of Press and Public (Part II meeting)</b></p> <p>To resolve 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>
17	<p><b>2026/27 Draft Budget</b></p> <p>(a) To receive the draft minutes from the F&amp;E Budget Sub-Committee, as attached</p> <p>(b) To consider the recommendation within the minutes, Min Ref Budget 021-25 refers</p>