

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, Fiddy, 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 16<sup>th</sup> March 2026** 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

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### 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

The Council Offices has facilities for wheelchair users, including lifts and toilets.

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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

11<sup>th</sup> March 2026

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 16.02.2026
	<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 16.02.2026. 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 and debit card payments already issued since 16.02.2026.</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>(b) 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.</p> <p>a) Highlight report</p> <p>b) Income and Expenditure report for (February 2026) (and YTD)</p> <p>c) EMR report for (February 2026) and YTD)</p>
8	<p><b>Internal Audit Report – Interim Findings</b></p> <p>Committee is asked to note and receive the internal audit report and the officer covering report for information.</p>
9	<p><b>Tourist Information Centre</b></p> <p>To receive an update report, aligning with Council’s request from September 2025, Min Ref FC 130-25, noting that a further report from the newly appointed TIC Manager will follow. Mr Richard Corby, TIC Manager, will also be in attendance at the April 2026 Committee meeting.</p>
10	<p><b>Risk Assessment Cllr Findings</b></p> <p>In accordance with Standing Orders, an appointed councillor, Cllr de Vries, has begun to to conduct a review on SWTCs Risk Assessment procedures. This is a work in progress and will result in amendments being recommended to update the Risk Assessments at a future meeting.</p>

11	<p><b>Compliance Standards</b></p> <p>To receive a report summarising recent changes to legislation, requiring administrative and management time in overseeing and complying with these changes.</p>				
12	<p><b>Data Protection Training</b></p> <p>An integral part of new compliance standards, is the requirement for staff and Councillors to have received data protection training. Councillors are urged to either attend scheduled meetings in the Town Hall or to undertake the online training at a time of their choice. To ensure compliance, Councillors are requested to confirm they have completed the data protection training as per details sent to all Councillors.</p>				
13	<p><b>Policies</b></p> <ol style="list-style-type: none"> <li>1. Data Protection Committee is recommended to re-adopt the data protection policy with no changes. As previously requested by committee SWTC has requested Uttlesford District Council for a copy of their updated Data Protection Policy – a response is awaited.</li> <li>2. Employee Handbook The following new policies are recommended for adoption into the employee handbook as recommended by the appointed HR advisor. <ol style="list-style-type: none"> <li>a. Right to Search</li> <li>b. Intellectual Property</li> <li>c. Expenses</li> </ol> </li> </ol>				
14	<p><b>Large Grants Process</b></p> <p>As noted at the November 2025 committee meeting (F&amp;E 162-25): 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> <p>Committee is asked to consider the attached report and options to combine all large grant monies and invite organisations to apply for large scale funding.</p>				
	<p style="text-align: center;"><b>Grant Applications – Committee to consider the following requests</b></p> <p><b>The 2025-26 grants budgets have been fully spent and allocated.</b></p> <p><b>The following grant requests, if successful, will require allocation from the 2026/27 budget.</b></p> <p><b>Balance of 2026/27 grants budgets</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Small grants scheme</td> <td style="text-align: right;">£3,000</td> </tr> <tr> <td>FOC hall hire</td> <td style="text-align: right;">£1,368</td> </tr> </table>	Small grants scheme	£3,000	FOC hall hire	£1,368
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15	<p><b>Enterprise East CIC – Free of Charge Hire Request - £607</b></p> <p>To consider the attached grant application requesting FOC hire of the Town Hall Assembly Hall to host their volunteer celebration event. This request was initially considered at the February meeting and the applicant has confirmed the following (as requested):</p> <ul style="list-style-type: none"> <li>a. The purpose of this event is to celebrate volunteers from throughout our community, and is by no means restricted to EE CIC. Once date/venue are confirmed EE CIC will advertise this widely (including through our social media), and invite anyone to contact us if they know a volunteer who deserves recognition. All volunteers will be able to attend this event for free.</li> <li>b. Whilst they would prefer to host the event in June, they can be flexible with dates.</li> </ul>
16	<p><b>Uttlesford Community Travel 2026/27</b></p> <p>As agreed at the January 2026 Full Council meeting as an integral part of the 2026/27 budget, Uttlesford Community Travel is awarded £6,800 to continue supporting the service. A copy of their grant application form is attached for information and payment will be arranged this month.</p>
17	<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>
18	<p><b>Urgent Information Items</b></p> <p>Any items to verbally report for information only</p>
19	<p><b>Date and time of Next Meeting</b></p> <p>Monday 20<sup>th</sup> April 2026 at 7.30pm in the Town Hall, Saffron Walden</p>