

FINANCE & ESTABLISHMENT COMMITTEE

SAFFRON WALDEN TOWN COUNCIL

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the Town Hall, Saffron Walden on Monday 20 April 2026 at 7.30pm

Present Councillors: Eke, Fiddy, Freeman, Hawke-Smith and McLellan (Deputy Chair)

Officers: Deputy Town Clerk and Responsible Finance Officer (RFO)

Public: Two representatives of Enterprise East CIC and representatives of Saffron Walden Initiative and Bedazzle – each representing their grant applications.

<p>F & E 056-26</p>	<p>Apologies for absence</p> <p>Apologies were received and accepted from Cllrs Ahmed, de Vries and McBirnie. Absent Cllr Coote and Parker.</p> <p>In the absence of the Chair, Cllr de Vries, the Deputy Chair, Cllr McLellan Chaired this meeting.</p>
<p>F & E 057-26</p>	<p>To receive any Declarations of Interest</p> <p>Cllrs Fiddy and Freeman declared a generic non-pecuniary interest as District Councillor for Uttlesford District Council.</p>
<p>F&E 058-26</p>	<p>Minutes of the Finance & Establishment Committee 16.03.2026</p> <p>The 16.03.2026 minutes were accepted as a true and accurate record of that meeting and were signed by the Chairman.</p>
<p>F&E 059-26</p>	<p>Public Speaking Time</p> <p>The chair welcomed the grant application representatives to speak further to their application in turn.</p> <p>a. Enterprise East CIC Representatives presented and explained their grant request is seeking free hire of the Town Hall to host their volunteering awards ceremony event. It was noted Cornell Court could not be used for an event of this nature; the revised application notes the flexibility in event date and EE CIC could contribute to the hire costs. The representatives left the meeting at 7.45pm.</p> <p>b. Saffron Walden Initiative Representatives explained their grant applications are seeking free of charge hire of the Town Hall for the Dance in the Square (to host the performers) and</p>

	<p>additionally £1k monetary support for the PA system. SWI thanked SWTC for its historic support for this community event. The representative left the meeting at 7.55pm.</p> <p>c. Bedazzle Projects The representative introduced the organisation, explaining they provide performing arts classes for children with disabilities. This year they hope to host two performances across Bridge End Garden for their retelling of Sleeping Beauty. Other sought sources of funding include Stansted Airport. The representative left the meeting at 8pm.</p>
F&E 060-26	It was agreed to bring forward agenda items 13, 14, 15 grant applications.
F&E 061-26	<p>Enterprise East CIC – Free of Charge Hire Request - £591</p> <p>Committee received the:</p> <ol style="list-style-type: none"> Revised free of charge hire grant request form for a volunteer celebration event. The covering officer report detailing the application process and changes made since the initial application. <p>Committee considered the revised application and acknowledged the applicant would support the hire costs and the benefits of the event.</p> <p>Unanimously Resolved: To award partial free hire (of £500) for the Town Hall and ask the applicant to contribute to the excess £91.</p>
F&E 062-26	<p>Saffron Walden Initiative – Free of Charge Hire Request (£910) and Small Grant Monetary Request (£1k)</p> <p>Committee received and considered the two grant applications as attached for the Dance in the Square, representatives will be in attendance.</p> <p>Unanimously Resolved: To award the free of charge hire of the Town Hall To not to award the £1k monetary request, acknowledging organisations should only make one application per annum.</p>
F&E 063-26	<p>Bedazzle Projects – Free of Charge Hire Request</p> <p>Committee received and considered the grant request from Bedazzle Projects seeking free of charge use of Bridge End Garden for their summer performance.</p> <p>It was noted the usual hire charge is £100 per hour and the applicant is requesting two six hour sessions, across the whole gardens and not solely the walled garden.</p> <p>Unanimously Resolved: To award free of charge hire of Bridge End Garden for two sessions.</p>

	To apportion the staffing element / costs incurred to SWTC to the FOC Hire budget only and not the full £1200, which would be calculated by officers outside the meeting – acknowledging BEG is accessible to the public unlike other venues.
Financial Matters	
F & E 064-26	Expenditure – to be authorised (a) Payment of the accounts received since 16.03.2026 were approved. (b) Payment of accounts for payments already made since 16.03.2026 were approved.
F & E 065-26	Monthly Reports Committee received and noted the following monthly reports: a) Bank reconciliation statement with supporting statements b) Income report broken down by budget code – year to date including comparison of income year to date against previous years.
F & E 066-26	Committee Hi-Light Reports Committee received and noted the following reports: a) Highlight report b) Income and Expenditure report for (March 2026 and YTD – prior to carry forwards) c) EMR report for (March 2026 and YTD)
F & E 067-26	Quarterly Reports Committee received and noted the following reports: a) Cash Book – showing all income and expenditure for the quarter Jan-March 2025. b) Tourist Information Centre - Profit and Loss Account for the quarter Jan-March 2026. c) Graphs: Cemetery (burials), TIC (shop sales), Market and hirings for the year ended 2025/26.
F & E 068-26	Tourist Information Centre Committee received and noted the update report, as presented by the newly appointed TIC Manager, members thanked the Manager for his time who then left the meeting.
F & E 069-26	Actual Year End Carry Forwards / Budget 2026/27 Committee reviewed and considered the actual, carry forward figures from the 2025/26 budget into the 2026/27 budget.

	Unanimously Resolved: To recommend to Full Council in May, adoption of the figures as presented.
F & E 070-26	Risk Assessment Cllr Findings It was noted, in accordance with Standing Orders, the appointed councillor, Cllr de Vries, has begun to conduct a review on SWTCs Risk Assessment procedures. In the absence of Cllr de Vries, this would be deferred until the May meeting.
F & E 071-26	Policies Updates Committee noted in accordance with recent legislative changes updates are recommended to the following policies. a. Anti-Harassment, Bullying & Dignity b. Parental Leave c. Whistleblowing Resolved: To adopt the three policies with the amendments proposed.
F & E 072-26	SWTC third party grant applications Committee is asked to note the attached update, detailing progress made on third party grant applications and grants identified for progression.
F & E 073-26	Urgent Information Items There were no matters raised.
F & E 074-26	Date and time of Next Meeting Next meeting to be held on Monday 18 May at 7.30pm in the Town Hall, Saffron Walden

The Chairman closed the meeting at 9.15pm