

FINANCE & ESTABLISHMENT COMMITTEE
SAFFRON WALDEN TOWN COUNCIL

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the Town Hall, Saffron Walden on Monday 18 May 2026 at 7.30pm

Present Councillors: de Vries (Chair), Eke, Fiddy, McBirnie, Hawke-Smith and McLellan

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

Public: None

F&E 075-26	<p>Election of Committee Chair</p> <p>Unanimously resolved: To appoint Cllr de Vries as the Committee Chair for 2026/27.</p>
F&E 076-26	<p>Election of Deputy Committee Chair</p> <p>Unanimously resolved: To appoint Cllr McLellan as the Committee Deputy Chair for 2026/27.</p>
F&E 077-26	<p>Apologies for absence</p> <p>Apologies were received and accepted from Cllrs Asker. Absent Cllrs Ahmed, Coote, Curtis, Freeman and Parker.</p>
F&E 078-26	<p>To receive any Declarations of Interest</p> <p>Cllrs Fiddy and McBirnie declared a generic non-pecuniary interest as District Councillor for Uttlesford District Council.</p>
F&E 079-26	<p>Public Speaking Time</p> <p>There were no questions arising.</p>
F&E 080-26	<p>Minutes of the Finance & Establishment Committee 20.04.2026</p> <p>The 20.04.2026 minutes were accepted as a true and accurate record of that meeting and were signed by the Chairman.</p>
Financial Matters	
F&E 081-26	<p>Expenditure – to be authorised</p> <p>(a) Payment of the accounts received since 20.04.2026 were approved. (b) Payment of accounts for payments already made since 20.04.2026 were approved.</p>
F&E 082-26	<p>Monthly Reports</p> <p>Committee received and noted the following monthly reports:</p> <p>(a) Bank reconciliation statement with supporting statements Cash book – for April 2026 (b) Income report broken down by budget code – year to date including comparison of income year to date against previous years.</p>

F&E 083-26	<p>Committee Hi-Light Reports</p> <p>Received and noted the narrative income report</p>
F&E 084-26	<p>Internal Auditor's Report</p> <p>Committee noted the internal auditor has completed her internal audit, committee received and supported the following reports:</p> <ul style="list-style-type: none"> a. Internal Audit Report Findings b. Covering officer report responding to queries raised.
F & E 085-26	<p>Annual Governance and Accountability Return 2025-26 (Annual Return)</p> <p>Committee received and noted:</p> <ul style="list-style-type: none"> a. Annual Governance Statement 2025-26 b. The following documents are attached for reconciliation and verification of the annual return for year ended 31st March 2026, including: <ul style="list-style-type: none"> 1. Variances explanation 2. Reconciliation document 3. Working details for annual return 4. Detailed Income and Expenditure Accounts 5. Balance sheet 6. Bank reconciliation pro-forma c. Asset Register as at 31st March 2026 d. Dates for the period of exercise of public rights, with the following proposed dates: Commencing on 22 June – 31 July 2026. <p>It was unanimously resolved: To recommend adoption of the AGAR and the above documents to the June Full Council meeting.</p>
F&E 086-26	<p>Precept Tranche Received</p> <p>Committee noted the first tranche of precept for 2026-27 of £771,504.05 was received on 24th April 2026.</p>
F&E 087-26	<p>Risk Assessment Cllr Findings</p> <p>In accordance with Standing Orders, the appointed councillor, Cllr de Vries, has begun to conduct a review on SWTCs Risk Assessment procedures. Committee noted the review will be completed this week and the findings will be reported to the June Committee meeting.</p>
F&E 088-26	<p>F & E Committee Member Training</p> <p>Committee considered the training opportunities for members, aligning with the Committee's Terms of Reference as adopted at the AGM 12.05.26 as follows:</p> <ul style="list-style-type: none"> (a) Overview of Council finances, explaining the difference between budget and precept (b) Review of the 2026/27 budget (c) Focus on EMR – definition, purpose, pitfalls

	<p>(d) Explanation and review of reports as presented to the F&E Committee (e) Grants overview</p> <p>Committee noted the training details and dates would be circulated by officers in due course.</p>
F&E 089-26	<p>Grant Monitoring Form – Uttlesford Foodbank FOC Hire Town Hall 2026 Project Prom</p> <p>Committee received and noted the above monitoring form, completing this grant application.</p>
F&E 090-26	<p>SWTC third party grant applications</p> <p>Committee received and noted the written update, detailing progress made on third party grant applications and grants identified for progression.</p>
F & E 091-26	<p>Urgent Information Items</p> <p>There were no matters raised.</p>
F & E 092-26	<p>Date and time of Next Meeting</p> <p>Next meeting to be held on Monday 12 June at 7.30pm in the Town Hall, Saffron Walden. Cllrs de Vries and Fiddy provided their apologies.</p>

The Chairman closed the meeting at 8.20pm