

The Town Hall
Market Street
Saffron Walden
CB10 1HZ

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www: saffronwalden.gov.uk



Agenda Finance & Establishment Committee

To Committee Members: Councillors: Cllrs Asker, Ahmed, Coote, Curtis (Mayor), de Vries (Chair), Eke, Fiddy, Freeman (Leader), McBirnie, Parker and McLellan (Deputy)

You are summoned to attend a MEETING of the FINANCE & ESTABLISHMENT COMMITTEE of SAFFRON WALDEN to be held in the Town Hall, on **Monday 21st September 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. For background papers in relation to this meeting please contact 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. 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.

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

General Enquiries – Saffron Walden Town Council Offices, The Town Hall, Market Place, Saffron Walden, CB10 1HR | Website: 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

16 September 2026

1	Apologies for absence To receive apologies and consider requests for approved absence
2	To receive any Declarations of Interest 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	Public Speaking Time For the public or Press to ask questions of the Committee on matters relating to the agenda.
4	Minutes of the last meeting of the Finance & Establishment Committee To verify the Minutes of the Committee meeting held in 20.07.26
Financial Matters The following are standard items for consideration for a Committee meeting, focussing on business matters	
5	Expenditure – to be authorised (a) To approve the payment of the invoices received since 20.07.26. BACS and Cheques for these invoices have not yet been authorised, awaiting approval by this meeting.

	(b) To retrospectively approve the payment of the invoices received since 20.07.26 to 31.08.25. BACS and Cheques for these invoices have not yet been authorised, (these payments have already been made during the August recess period). (c) To approve payments or DDs, STOs, debit card payments and cheques already issued since 01.08.26 (d) To agree a date time when nominated Cllrs will attend the Town Council offices to complete the banking process to pay approved invoices
6	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 for prior years.
7	Committee Hi-Light Reports 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. a) Highlight report b) Income and Expenditure report for (July and August) c) EMR report for August
8	Annual Governance Review The accounts for 2025/26 have been signed off by the external auditor, committee is requested to note the attached reports.
	Grants
9	Saffron Music Trust - Grant Funding Committee is requested to note the following for information purposes only: As agreed at the January 2026 Full Council meeting as an integral part of the 2026/27 budget, the £2,000 grant has been awarded to Saffron Hall in furtherance of their arts and culture activities in Saffron Walden, this forms part of the SWTC adopted Strategic Plan.
10	Bedazzle Grant Monitoring Form To receive and note the attached grant monitoring form from Bedazzle for free of charge use of Bridge End Garden for their summer performances.
11	SWTC Grants Process – New Process for Large Grants As agreed at the July Committee meeting (F&E 121-26) attached is a proposed draft application process for large grant applicants. Committee is requested to consider the draft application form and process as attached, for potential implementation in January 2027.

12	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.
HR / Personnel Matters	
13	Policies Committee to consider adoption of the following policies: No changes proposed a. Reserves b. Complaints c. Privacy d. Mental health e. Menopause New policies aligning with updated legislation f. Compassionate and bereavement leave g. Parental bereavement leave Amendments shown in red text h. Training i. Data Protection The policy was last adopted in November 2023 with no changes, committee asked that it is reviewed with UDC's. UDC advised the policies were due to have a significant review and most recently confirmed the following policies are in place: - UDC Data Retention dated August 2024 - UDC Data Protection dated June 2020 Officers have reviewed the SWTC policy alongside UDC's and local similar sized parish councils to ensure a efficient policy is in place. Attached is the revised policy with minor amendments to reflect all types of data retention across SWTC services.
14	Urgent Information Items Any items to verbally report for information only
15	Date and time of Next Meeting Monday 19th October at 7.30pm in the Town Hall, Saffron Walden
16	Confidential Item – Exclusion of Press and Public (Part II meeting) 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. This item is confidential because it relates to personnel matters
17	Town Clerk's Appraisal An interim review and update on objectives was held on 4th August 2026, conducted by Cllr Curtis, Town Mayor, and Cllr de Vries, Chair of F&E Committee. Committee to receive a verbal update on progress of objectives, and a summary of the appraisal meeting.
18	Finance & Establishment Sub-Committee (Budget) Update In accordance with the Sub-Committee Terms of Reference, monthly updates are provided to the F&E Committee and Full Council. An extract of the ToR is as follows: <i>"The Sub-Committee will report monthly to both the F&E Committee and Council. At the Council meetings, Council will be requested to sanction proposed recommendations during the process, thus providing comfort that the day-to-day work of the sub-Committee aligns with Council's expectations. This sanctioning provides certainty and firm direction to the sub-committee, thereby reducing the risk of draft budgets misaligning with Council's expectations."</i> Attached are the following documents: Public documents: a. Schedule of works and meetings as agreed at the 27.07.26 Sub-Committee meeting. b. Approved Sub-Committee minutes dated 27.07.26 c. Draft Sub-Committee minutes dated 08.09.26 Confidential documents: d. First draft standstill budget e. Assumptions and possibilities report, annotating the basis under which the first draft budget is presented f. EMR budget g. Budgeted income As explained in the Draft Sub-Committee minutes dated 08.09.26, the following is recommended (Budget 013-26): <i>To recommend adoption of the first draft budget to the September F&E meeting (and subsequently to October Full Council meeting).</i> Committee is asked to consider adoption of the principles of the budget as presented for recommendation to Full Council.