FINANCE & ESTABLISHMENT COMMITTEE
SAFFRON WALDEN TOWN COUNCIL

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the Town Hall, Saffron Walden on Monday 19 October 2026 at 7.30pm

Present Councillors: Asker, Curtis, de Vries (Chair) (late arrival from Min Ref F&E 1445-26) Eke, Freeman and McLellan (Deputy Chair).

Officers: Town Clerk and Responsible Finance Officer (RFO)

Public: Representative of Touchpoint (regarding Min Ref F&E 147-26, grant application)

F & E 142-26	**Apologies for absence** Apologies were received and accepted from Cllrs Fiddy. Apologies for late arrival were received from Cllr de Vries. Absent Cllrs Ahmed, Coote, McBirnie and Parker. In the absence of the Chair, Cllr de Vries, the Deputy Chair Cllr McLellan opened the meeting.
F & E 143-26	**To receive any Declarations of Interest** Cllr Asker and Freeman declared a generic non-pecuniary interest as District Councillors for Uttlesford District Council.
F & E 144-26	**Minutes of the Finance & Establishment Committee 21.09.26** The 21.09.26 minutes were accepted as a true and accurate record of that meeting and were signed by the Chairman.
	Cllr de Vries arrived. Cllr McLellan (Deputy Chair) continued to Chair the meeting
F & E 145-26	**Public Speaking Time** There were no questions raised
F & E 146-26	**It** was agreed to bring forward agenda items 14 and 15, grant applications.
F & E 147-26	**Grant Application – Touchpoint – Small Grants Scheme £500-£1,000** A representative of Touchpoint presented their grant application seeking monetary support for their Christmas Appeal packages and gifts for residents Committee considered the grant application. **Unanimously resolved:** To award £750 monetary support for the Touchpoint Christmas Appeal, to be used in accordance with the presented grant application.

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F & E 148-26	**Grant Application – St Clare Hospice – Free of Charge Hire = £613** Committee considered the grant application seeking free of charge venue hire of the Town Hall to host a fundraising variety show event. **Unanimously resolved:** (a) To award free of charge hire for the applicant, apportioning £350 of the free of charge hire budget (not the costed £613). (b) To amend the grant form, to show the commercial value of the hiring (ie opportunity lost cost), and the actual incurred value by SWTC being staffing and utility costs
	Financial Matters
F & E 149-26	**Expenditure – to be authorised** (a) Payment of the accounts received since 21.09.26 were approved, including the additional reported payment for Essex Pension Fund. (b) Payment of accounts for payments already made in September were approved.
F & E 150-26	**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 151-26	**Committee Hi-Light Reports** Committee received and noted these reports from the RFO : a) Highlight report b) Income and Expenditure report for (September 2026) (and YTD) c) EMR report for (September 2026) and YTD)
F & E 152-26	**Quarterly Reports – for the period July-September 2026.** Committee received and noted the following reports: a) Cash Book – showing all income and expenditure b) Tourist Information Centre - Profit and Loss Account c) Graphs: Cemetery (burials), TIC (shop sales) and Market for the year
F & E 153-26	**Income Report** Committee received the new report, evidencing income from all sources.

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	It was noted this report shows all income, some of which may not be shown separately on other reports as it is netted off against expenditure – being a more comprehensive oversight of all income. This report to be presented on a 6-monthly basis.
F & E 154-26	**Receipt of Precept** Committee noted receipt of the 2nd tranche of the precept of £771,504.50 on 25th September 2026.
F & E 155-26	**Banking Arrangements May 2027** Committee noted should none of the current bank signatories stand or be re-elected, there may be a period of time where no Councillors are authorised as bank signatories. In this eventuality, Council must be prepared to ensure continuity of business. **Resolved:** (a) To authorise emergency powers to the RFO, Town Clerk and Deputy Town Clerk to allow for payment of invoices in case of need. These powers will only be enacted should no current bank signatories be re-elected in May 2027. (b) Any use of emergency powers must require at least 2/3 from the RFO, Town Clerk or Deputy Town Clerk to authorise. (c) Any emergency powers used must be reported to the next Finance & Establishment Committee meeting and any newly elected Councillors will retain oversight of any payments. (d) To amend the following policies/ documents, referencing the above (a-c) emergency powers should need arise: i. Financial regulations ii. SWTC financial risk assessments iii. SWTC internal control document iv. Scheme of delegation
F & E 156-26	**Additional F&E Committee Meeting May 2027** **Resolved:** To host an additional F&E meeting on Tuesday 4th May being before the 2027 elections, to authorise and to pay expenses/invoices prior to the election.
F & E 157-26	**Policies** **Resolved:** To adopt the following new policies (a) Annual Leave - forming part of the employee handbook, aligning with the Green Book Terms (b) References Procedure

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F & E 158-26	**SWTC third party grant applications** Committee noted the update; detailing progress made on third party grant applications and grants identified for progression.
F & E 159-26	**Urgent Information Items** There were no matters raised.
F & E 160-26	**Date and time of Next Meeting** Next meeting to be held on Monday 16th November 2026 at 7.30pm in the Town Hall, Saffron Walden

The Chairman closed the meeting at 9pm

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Signed as a true and accurate record …….