

TheTown Hall
Market Street
Saffron Walden
CB10 1HZ

Tel: 01799 516501



To: The Mayor and Members of Saffron Walden Town Council

Summons & Agenda

You are summoned to attend the FULL COUNCIL of the TOWN COUNCIL of SAFFRON WALDEN to be held in the Town Hall, Market Street, Saffron Walden on Monday **6th December 2021** commencing at **7.30pm** to transact the business as set out in the agenda below

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.

Please note that due to necessary Covid19 mitigation measures, admission to the meeting may be restricted as room capacity is currently limited. Members of the public will be admitted on a first come first served basis and the meeting room will be open to the public from approximately 7.20 pm. The capacity for each meeting will include the staff and Councillors present and members of the public will be permitted to the maximum capacity of the room. Members of the public are requested to wear a face mask at all times and sit in the seats designated for the public. If you would like more information about how the Town Council has made the meeting arrangements as Covid secure as possible please contact the Town Clerk.

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 1HZ | 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

1st December 2021

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| 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 Council on matters relating to the agenda. |
| 4 | Essex County Councillor Update To receive a written update and report from Cllr P Gadd (Cllr Gadd sends his apologies for this meeting) |
| 5 | Mayor's Communications To receive a verbal update from the Town Mayor |
| 6 | To verify the Minutes of the Town Council meetings as follows: Full Council November 2021 |

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| 7 | <p>To receive Minutes from Committee meetings as follows:</p> <p>To receive the minutes from the following Committee meetings. To note that these minutes are received for information purposes only as the relevant Committees are those which approve the minutes for accuracy.</p> <ul style="list-style-type: none"> • Planning and Transport 11th November (approved minutes) • Planning and Transport 25th November 2021 (draft minutes) • Finance and Establishment 15th November 2021 (draft minutes) • Assets and Services 22nd November 2021 (draft minutes) |
| 8 | <p>Community Events and Activities Officer</p> <p>To note that Colette Kerr has started in post and will be present at the meeting to provide a brief overview of her work and future plans</p> |
| 9 | <p>Annual Governance and Accountability Return (AGAR)</p> <p>To receive the attached report relating to 2020/21 along with a covering report providing details and explanation for any discrepancies. This is recommended by Finance and Establishment Committee, minute reference F & E 122-21.</p> |
| 10 | <p>Community Governance Review (CGR)</p> <p>To receive a written update, as attached</p> |
| 11 | <p>Essex County Council – Library Review and Consultation</p> <p>Council is requested to note the current library review and to consider a response to this, details as attached</p> |
| 12 | <p>Reports from other Meetings</p> <p>To receive a verbal update from meetings as attended.</p> |
| 13 | <p>Additional Forthcoming Meetings</p> <p>To receive details of any forthcoming meetings</p> |
| 14 | <p>Urgent Information Items</p> <p>Any items to report for information only. This item is included for information sharing only and Council is not permitted to determine matters under this agenda item</p> |
| 15 | <p>Date and time of Next Meeting</p> <p>The next meeting is scheduled for Monday 10th January 2022, 7.30pm in The Garden Rooms Jubilee Gardens.</p> |