

ASSET & SERVICES COMMITTEE
SAFFRON WALDEN TOWN COUNCIL

MINUTES of the ASSETS AND SERVICES COMMITTEE MEETING in the Town Hall, Saffron Walden.

Date of meeting: Monday 25th April 2022 at 7.30pm

Present: Councillors Asker, Freeman (Chair), Porch and Roberts

Officers: Lisa Courtney, Town Clerk and Terry Frostick, Operations Manager

Public: None

A & S 042-22	<p>Apologies for absence</p> <p>Apologies were received and accepted from Cllrs Coote, de Vries, Frost, Light and McLellan.</p>
A & S 043-22	<p>Declarations of Interest</p> <p>Cllrs Asker and Freeman declared non-pecuniary interests as District Councillors for Uttlesford District Council.</p>
A & S 044-22	<p>Minutes of the last meeting of the Assets & Services Committee 28.03.2022</p> <p>The minutes of the last Assets & Services Committee meeting were accepted as a true and accurate record and signed by the Chair</p>
A & S 045-22	<p>Public Speaking Time</p> <p>There were no questions or matters arising from the public.</p>
A & S 046-22	<p>Plans for the Queen's Platinum Jubilee</p> <p>Committee noted the report and passed on their thanks to Officers for all of their hard work in organising what promises to be a fun-packed and busy weekend of celebrations. It was noted that volunteers will be required to help manage the Town Council stall on the Community Day and the Events and Activities Officer will see volunteers soonest.</p>
A & S 047-22	<p>Easter Activities</p> <p>The report was noted by committee and passed on their thanks to the Events and Activities Officer for the update. It was agreed that events should continue annually.</p>
A & S 048-22	<p>Saffron Story Interpretation Board</p> <p>Committee noted the following update from the Heritage Development Group:</p>

	<ul style="list-style-type: none"> • Both Listed Building Consent and Advertising Consent have been granted by UDC • The group is concluding a draft design which will be available for review soonest. The design will need to be approved by both the Heritage Group and SWTC • Subject to approval of the design, installation is due May 2022 • The Heritage Group have set aside £300 to give to the Town Council for the installation work and to ask the TC to accept the board as an asset of the Council and to cover any insurance needed. The Heritage Group will be happy to pay this after the board is in place and upon receipt of an invoice.
A & S 049-22	<p>Christmas Lights Contract 2023 to 2028</p> <p>Committee noted the current Christmas lights contract ends in January 2023 and agreed for officers to advertise the contract on Contract Finder this summer, approving the proposals and timetable as outlined in the agenda.</p> <p>It was agreed to look into a change a change of tree at the war memorial and place lights in the London plane at the top off the high street and place an artificial tree in the Square – both being more environmentally friendly.</p>
A & S 050-22	<p>Urgent Information Items</p> <p>Committee considered purchasing a Ukrainian flag for the Town Hall and it was agreed for officers to progress.</p>
A & S 051-22	<p>Date and time of Next Meeting</p> <p>23rd May 2022 at 7.30pm in the Town Hall, Saffron Walden</p>
A & S 052-22	<p>Confidential Item – Exclusion of Press and Public (Part II meeting)</p> <p>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.</p>
A & S 053-22	<p>Town Council Licensing Arrangements</p> <p>Committee received a written report and verbal update from the Town Clerk regarding licensing issues and approved the proposed actions in resolving outstanding queries. These actions include purposeful prohibition of the use of the area in question if no agreement is reached with the 3rd party.</p>

The Chairman closed the meeting at 8.25pm