

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, Saffron Walden on Monday **12th June 2023** 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.

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

7th June 2023

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 or verbal update and report from Cllr P Gadd.
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 15.05.23 Annual (General) Meeting 15.05.23

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 25.05.2023 (draft minutes) • Finance and Establishment 19.05.2023 (draft minutes) • Assets and Services 30.05.2023 (draft minutes)
8	<p>Annual Governance and Accountability Return 2022-2023 (Annual Return)</p> <p>a) The internal auditor has signed off the Annual Internal Audit Report and has approved the accounts and practices and brings no matters forward for consideration or recommendation to Council – copy attached as 8 (a). Committee is requested to receive and note these details.</p> <p>b) Annual Governance Statement 2022/23 with detailed explanations.</p> <p>c) The following documents are attached for reconciliation and verification of the annual return for year ended 31st March 2023, including:</p> <ul style="list-style-type: none"> • Variances explanation (8c.1) • Reconciliation document (8c.2) • Working details for annual return (8c.3) • Detailed Income and Expenditure Accounts (8c.4) • Balance sheet (8c.5) • Bank reconciliation pro-forma (8c.6) <p>d) Asset Register</p> <p>e) Dates for the period of exercise of public rights, with the following proposed dates: Commencing on Monday 19th June 2023 and ending on Friday 28th July 2023.</p> <p>f) Council is requested to specifically give consideration and authorisation to Section1 being the Annual Governance Statement. Supporting documents as attached, 8.f.1 and 8.f.2.</p> <p>Council is requested to approve and authorise the above documents, as recommended for adoption by the Finance & Establishment Committee following its meeting on 22nd May 2023, as recorded under Min Ref F & E 070-23.</p>

9	<p>Business Improvement District (BID) Referendum</p> <p>At the May 2023 Full Council meeting, Council agreed (minute extract FC 070-23) to:</p> <p><i>Collate further questions and send to the Town Clerk by 19 May to discuss outside of this meeting with the BID and bring back to a future meeting.</i></p> <p>Attached to the agenda therefore is a written report detailing the answers to the questions posed (9a).</p> <p>Also attached for reference is the <i>Update on the work of the Business Improvement District (BID)</i> written report, (9b), this was presented to Full Council at the May 2023 meeting and has been amended to include the recently acquired Jubilee Hub Community Centre BID levy contribution.</p> <p>Consideration of the vote will be discussed under part two at this meeting.</p> <p>Council is requested to note the attached details.</p>
10	<p>Bad Wildungen – Twin Town Visit</p> <p>Council is requested to note the attached schedule for the upcoming Bad Wildungen visit taking place this August for information only.</p> <p>Should members wish to attend any of the activities please inform the Tourist Information Duty Manager by 16.06.2023 and the Duty Manager will book you on and arrange an invoice to be raised.</p> <p>Councillors and staff are requested to pay for their own expenses for this visit.</p>
11	<p>Police Engagement Day</p> <p>Uttlesford Community Policing Team is hosting an engagement day on Tuesday 1st August at 10am until 2pm. The day is in two parts, being:</p> <p>(1) A market stall supported by a number of other emergency partners.</p> <p>(2) A formal session with Essex Police, local dignitaries, and other invited guests. Councillors are invited to this session which will start at 10am in the Court Room, providing an opportunity to discuss points of interests and / or concerns in the area. It will be followed by a walk around town to identify areas of concern and/or to showcase areas of interest. It is anticipated the day will conclude approximately lunchtime. Councillors are asked to confirm their attendance at this meeting.</p>
12	<p>Reports from other Meetings</p> <p>To receive a verbal update from meetings as attended.</p>

13	<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>
14	<p>Date and time of Next Meeting</p> <p>The next meeting is scheduled for Monday 12th June 2023 at 7.30pm in The Town Hall, Saffron Walden</p>
15	<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>
16	<p>Business Improvement District Referendum</p> <p>Council is asked to consider its position and appoint/mandate an individual to vote on behalf of the Town Council in respect of the Town Council properties.</p>