

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 **15<sup>th</sup> May 2023** commencing at **7.30pm** (or later, on conclusion of the preceding Annual Meeting) 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](http://www.saffronwalden.gov.uk). For background papers in relation to this meeting please contact [enquiries@saffronwalden.gov.uk](mailto: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](mailto: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](mailto: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](http://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**

10<sup>th</sup> May 2023

1	<b>Apologies for absence</b> To receive apologies and consider requests for approved absence
2	<b>To receive any Declarations of Interest</b> 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	<b>Public Speaking Time</b> For the public or press to ask questions of the Council on matters relating to the agenda.
4	<b>Essex County Councillor Update</b> To receive a written or verbal update and report from Cllr P Gadd.
5	<b>Mayor's Communications</b> To receive a verbal update from the Town Mayor
6	<b>To verify the Minutes of the Town Council meetings as follows:</b> Full Council 11.04.2023

7	<p><b>To receive Minutes from Committee meetings as follows:</b></p> <p>To receive the minutes from the following Committee meetings. To note that these minutes are received for <b>information purposes only</b> as the relevant Committees are those which approve the minutes for accuracy.</p> <ul style="list-style-type: none"> <li>• Planning and Transport 13.04.2023 (approved minutes)</li> <li>• Planning and Transport 27.04.2023 (draft minutes)</li> <li>• Finance and Establishment 17.04.2023 (draft minutes)</li> <li>• Assets and Services 24.04.2023 (draft minutes)</li> </ul>
8	<p><b>Business Improvement District (BID) Referendum</b></p> <p>Following the April Full Council meeting representatives of the BID will be in attendance to speak further to their revised business plan, ahead of the June referendum.</p> <p>Consideration of the vote will be discussed under part two.</p>
9	<p><b>Actual Year End Carry Forwards / Budget 2023/24</b></p> <p>The Finance and Establishment Committee considered the actual year end carry forward figures as presented and attached to the agenda. Extract of the F&amp;E minutes below:</p> <p><i>It was resolved:</i></p> <p><i>To approve the figures as presented, recommending them to Council for approval given the direct impact on the 2023/24 budget as these carry forwards are at actual as opposed to projected. It was noted the proposal is to carry forward a balance of £28,693.00 to meet the 2023/24 budget .</i></p> <p><i>It was further agreed that the £5,362.000 balance (being the difference between budgeted net income/expenditure from 2022/23 and actual net income/expenditure) be allocated to a new EMR budget for Jubilee Hub.</i></p> <p>Council is asked therefore to approve the actual year end carry forward figures as recommended by the F&amp;E Committee.</p>
10	<p><b>Priorities</b></p> <p>To receive a copy of the Town Council's current Action Plan and Priorities as adopted in October 2019. Council is requested simply to note the state of progress of this Action Plan and Priorities. It is proposed that an updated Action Plan and Priorities for the duration of the current Council will be presented at a forthcoming Council meeting (possibly July or September) for discussion and approval.</p>
11	<p><b>Reports from other Meetings</b></p> <p>To receive a verbal update from meetings as attended.</p>

12	<p><b>Training</b></p> <p>Committee is asked to note the attached forthcoming training dates.</p>
13	<p><b>Additional Forthcoming Meetings</b></p> <p>To receive details of any forthcoming meetings</p> <ul style="list-style-type: none"> <li>a) The Civic Mayor Making event will take place on Saturday 17<sup>th</sup> June 2023, commencing at 10.15am in the Town Hall, Assembly Hall, followed by the St Mary's Church Service at 11am, with the closing reception at 12 noon.</li> <li>b) Uttlesford District Council Local Liaison Forum, 5<sup>th</sup> June at 19.00, Thaxted. Council is asked to appoint one representative to attend with the Town Clerk.</li> <li>c) Council has been invited to attend the 160<sup>th</sup> Anniversary celebrations of the Railway Pub, Saffron Walden taking place early evening, 18<sup>th</sup> May 2023.</li> </ul>
14	<p><b>Urgent Information Items</b></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><b>Date and time of Next Meeting</b></p> <p>The next meeting is scheduled for Monday 12<sup>th</sup> June 2023 at 7.30pm in The Town Hall, Saffron Walden</p>
16	<p><b>Confidential Item – Exclusion of Press and Public (Part II meeting)</b></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>
17	<p><b>Business Improvement District Referendum</b></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>