

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 **11<sup>th</sup> July 2022** 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](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.

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](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**

6<sup>th</sup> July 2022

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	<p><b>To verify the Minutes of the Town Council meetings as follows:</b></p> <p>Full Council 13.06.2022</p>
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 information purposes only as the relevant Committees are those which approve the minutes for accuracy.</p> <ul style="list-style-type: none"> <li>• Planning and Transport 09.06.2022 (Approved minutes)</li> <li>• Planning and Transport 23.06.22 (draft minutes)</li> <li>• Finance and Establishment 20.06.2022 (draft minutes)</li> <li>• Assets and Services 27.06.2022 (draft minutes)</li> </ul>
8	<p><b>Uttlesford Local Council Tax Support</b></p> <p>UDC has invited Town and Parish Council's to take part in their consultation regarding the proposed Local Council Tax Support Scheme for 2023/24.</p> <p>Council is asked to consider the attached report which details the proposed schemes. Council's views should then be relayed via the consultation, which closes on 05.09.2022.</p>
9	<p><b>Essex Association of Local Councils, Annual General Meeting</b></p> <p>EALC have issued the attached notice regarding their Annual General Meeting which will take place on Thursday 22<sup>nd</sup> September 2022.</p> <p>Councillors are asked if they would like to propose a motion or attend the meeting to inform the Town Clerk before the EALC deadline of 24.08.2022.</p>
10	<p><b>UDC Parish Forum Meeting</b></p> <p>The Town Clerk and Deputy Mayor attended the recent Parish Forum meeting held by UDC and were informed that the applications have now opened for the Government's Shared Prosperity Fund administered by UDC.</p>
11	<p><b>Shared Prosperity Fund (Administered by UDC)</b></p> <p>UDC has been awarded £1m under the Government's Levelling Up Fund and has invited community groups to apply for funding which addresses the concepts and principles of the levelling up fund. SWTC Officers have submitted five proposals for the Shared Prosperity Fund these being:</p> <ul style="list-style-type: none"> <li>• Apprenticeship Qualifications &amp; Employment 2024 – 2025 (£36,250)</li> <li>• Market Investment; Marvellous Markets of Saffron Walden (£189,750)</li> <li>• Steampunk Arts Festival (£170,000)</li> </ul>

	<ul style="list-style-type: none"> <li>• Tourism Visitor Economy Package; Visit Saffron Walden (£85,500)</li> </ul> <p>Wrap Around Service Provision in Saffron Walden and bringing back use of the ACL building, Fairycroft Road (£120,000)</p>
12	<p><b>Operation London Bridge</b></p> <p>Operation London Bridge is the name of the procedures required for when Her Majesty the Queen passes away. The attached report has been prepared detailing what is required by SWTC on each of the 10 days mourning until the funeral.</p> <p>Council is asked to consider and support the report with the recommendation, extract below: <i>Council meetings will need to be postponed during the 10-days mourning. Therefore, it is recommended that Council adopt the following during this period: The Town Clerk will have delegated authority to act upon decisions in liaison with the Town Mayor and Council Leader in a state of emergency.</i></p>
13	<p><b>Events Calendar</b></p> <p>The attached calendar of events has been prepared by the Events Officer illustrating upcoming plans for the rest of the year.</p>
14	<p><b>Reports from other Meetings</b></p> <p>To receive a verbal update from meetings as attended.</p>
15	<p><b>Additional Forthcoming Meetings</b></p> <p>To receive details of any forthcoming meetings</p>
16	<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>
17	<p><b>Date and time of Next Meeting</b></p> <p>There is no August Council meeting, therefore the next meeting is scheduled for 12<sup>th</sup> September 2022 at 7.30pm in The Town Hall.</p>
18	<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>

19	<p><b>Town Council Assets</b></p> <p>In accordance with Min Ref FC 086-22 (May 2022 Full Council) the negotiations have progressed regarding the resolution reached at the meeting. Council to receive a verbal update on progression to date.</p>
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