

**SAFFRON WALDEN TOWN COUNCIL**

**Minutes of Full Council Meeting**

**Date of meeting:** Monday 11<sup>th</sup> July at 7.30pm

**Present Councillors:** Cllrs Asker, de Vries (Chair), Fairhurst, Freeman, Gadd, Gregory, Hawke-Smith, Light, Millward, Porch, Roberts and Toy

**Officers:** Lisa Courtney (Town Clerk), Terry Frostick (Operations Manager) and Georgia Arnold (Committee Clerk & Office Administrator)

**Public:** None present

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| FC 105-22 | <p><b>Apologies for absence</b></p> <p>Apologies were received and accepted from Cllrs Coote, Eke, Frost, McLellan</p>   |
| FC 106-22 | <p><b>Declarations of Interest</b></p> <p>Cllrs Asker, de Vries, Fairhurst, Freeman and Light declared generic non-pecuniary interests as District Councillors for Uttlesford District Council (UDC).</p> <p>Cllr Gadd declared a generic non-pecuniary interest as County Councillor for Essex County Council.</p>  |
| FC 107-22 | <p><b>Public Speaking Time</b></p> <p>There were no questions arising.</p>   |
| FC 108-22 | <p><b>Essex County Councillor Update</b></p> <p>The written update provided by Cllr Gadd was noted by Council.</p> <p>Cllrs noted that the Ukraine funding provided by UDC and ECC is being issued to host families.</p> <p>Cllr Gadd explained that some changes are taking place with the bus service contracts which will likely be published in the local press.</p> |
| FC 109-22 | <p><b>Mayor's Communications</b></p> <p>The Mayor noted he attended the one-year anniversary of the local 'Forget me not' café which was well attended. This weekend he attended the Saffron Walden Round Table Carnival Procession and scheduled to attend more this week.</p>  |

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| FC 110-22 | <p><b>To verify the Minutes of the Town Council meetings</b></p> <p>The 13.06.2022 Full Council minutes were accepted as a true and accurate record of the meetings and signed by the Mayor.</p>   |
| FC 111-22 | <p><b>To receive the Minutes of the Previous Meetings</b></p> <p>Council received and noted the minutes from the following Committee meetings:</p> <ul style="list-style-type: none"> <li>• Planning and Transport 09.06.2022</li> <li>• Planning and Transport 23.06.2022</li> <li>• Finance and Establishment 20.06.2022</li> <li>• Assets and Services 27.06.2022</li> </ul>  |
| FC 112-22 | <p><b>Uttlesford Local Council Tax Support</b></p> <p>Council noted that SWTC has been invited by UDC to respond to their consultation regarding the Local Council Tax Support, which includes the UDC report attached to the agenda.</p> <p>It was unanimously agreed to support the contents of the report.</p>  |
| FC 113-22 | <p><b>Essex Association of Local Councils, Annual General Meeting</b></p> <p>Council noted that the EALC annual general meeting will take place on 22.09.2022, Council put no motions forward for inclusion on their agenda.</p>   |
| FC 114-22 | <p><b>UDC Parish Forum Meeting</b></p> <p>The Town Clerk and Deputy Mayor attended the recent parish forum meeting; explaining that it was scheduled in a new format proposed by UDC. Where neighbouring parishes met together, noting that their issues and questions are very different to ours.</p>   |
| FC 115-22 | <p><b>Shared Prosperity Fund (Administered by UDC)</b></p> <p>The Town Clerk explained that UDC are administering the shared prosperity funding and will be attending a meeting later this week to find out more information. It was noted that SWTC made five applications 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 (£40,000)</li> <li>• Tourism Visitor Economy Package; Visit Saffron Walden (£85,500)</li> <li>• Wrap Around Service Provision in Saffron Walden and bringing back use of the ACL building, Fairycroft Road (£120,000)</li> </ul> |

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|           | <p>Council thanked officers for their time and efforts in making these applications, noting that they take considerable time on short deadlines. The Town Clerk would circulate a copy of the applications with Council for information.</p>  |
| FC 116-22 | <p><b>Operation London Bridge</b></p> <p>The Committee Clerk explained that Operation London Bridge is the name of the procedures required for when Her Majesty the Queen passes away, detailing that there are certain protocols in place which must be carried out from the day of death, the 10 days mourning and the funeral.</p> <p>It was noted that:</p> <ul style="list-style-type: none"> <li>• This procedure has been relayed to all officers and that Council will be asked to attend the local proclamation and two-minutes silence on the day of the funeral outside the Town Hall in robes.</li> <li>• Postponing any events will need to be considered on a case-by-case basis, unfortunately event insurers do not cover this eventuality, meaning there will be a liability. Some events may therefore continue but in a respectful manner.</li> <li>• Per national guidance, the 10 days mourning are excluded from the three days clear notice to issue an agenda. Council meetings during this period will therefore need to be postponed until after the funeral</li> </ul> <p>It was unanimously resolved to support the report and that during this period (the 10 days mourning), should there be a state of emergency the Town Clerk will have delegated authority to act upon decisions in liaison with the Town Mayor and Council Leader.</p> |
| FC 117-22 | <p><b>Events Calendar</b></p> <p>The events calendar attached to the agenda was noted by Council.</p>   |
| FC 118-22 | <p><b>Reports from other Meetings</b></p> <p>No meetings reported.</p>  |
| FC 119-22 | <p><b>Additional Forthcoming Meetings</b></p> <p>No meetings reported.</p>  |
| FC 120-22 | <p><b>Urgent Items</b></p> <p>No matters raised.</p>  |
| FC 121-22 | <p><b>Date and time of Next meeting(s)</b></p> <p>The Mayor reminded all that the next meeting is scheduled for 12.09.2022, with no August meeting.</p>   |

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| FC 121-22 | <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>   |
| FC 121-22 | <p><b>Town Council Assets</b></p> <p>In accordance with Min Ref FC 086-22 (May 2022 Full Council) the Town Clerk explained that negotiations have progressed regarding the resolution reached at the meeting.</p> <p>After an extensive discussion it was agreed that Saffron Walden Town Council would proceed with the purchase and Cllrs Gadd, Porch and the Town Clerk be authorised to take any action reasonably necessary to effect the purchase, including reviewing and signing any relevant documentation.</p> <p>It was further agreed to give the Town Clerk the authorisation set out in the document tabled at the meeting regarding staffing provided that the same was in accordance with the parameters set out in Min Ref FC 086-22 (May 2022 Full Council).</p> |

The Mayor closed the meeting at 8.45pm