

SAFFRON WALDEN TOWN COUNCIL

Minutes of Full Council Meeting

Date of meeting: Monday 14th November 2022 at 7.30pm in the Town Hall

Present Councillors: Cllrs Asker, de Vries, Eke, Freeman, Gadd, Gregory, Hawke-Smith, Light, McLellan, Porch (from Min Ref FC163-22) and Roberts

Officers: Lisa Courtney (Town Clerk), Terry Frostick (Operations Manager)

Public: None present

FC 156-22	Minute's Silence Council held a minute's silence in memory of former Mayor and Councillor, Mrs Sandra Eden, who sadly passed away last month.
FC 157-22	Apologies for absence Apologies were received and accepted from Cllrs Coote, Fairhurst, Frost, Millward and Toy.
FC 158-22	Declarations of Interest Cllrs Asker, de Vries, Eke, Light and Freeman declared a generic non-pecuniary interests as District Councillors for Uttlesford District Council (UDC). Cllr Gadd declared a generic non-pecuniary interest as County Councillor for Essex County Council.
FC 159-22	Public Speaking Time There were no questions arising.
FC 160-22	Essex County Councillor Update Cllr Gadd noted that all planning and highway matters are reported to the planning and transport committee. Cllr Gregory passed on thanks to Cllr Gadd for progressing with flooding queries as Little Walden did not flood this week after the recent rain fall.
FC 161-22	Mayor's Communications The Mayor noted the following events which he recently attended: <ul style="list-style-type: none">• Armistice Day Service at the War Memorial• Remembrance Day Services at Little Walden and Saffron Walden

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Minutes of Full Council Meeting November 2022

	<ul style="list-style-type: none"> • Former Mayor Cllr Sandra Eden's Funeral • SWTC Allotment Awards <p>The Mayor noted Citizens' Advice have issued warm home advice and guidance for those in need.</p>
FC 162-22	<p>To verify the Minutes of the Town Council meetings</p> <p>The 10.10.2022 Full Council minutes were accepted as a true and accurate record of the meetings and signed by the Mayor.</p>
	Cllr Porch arrived at the meeting, providing apologies for late arrival
FC 163-22	<p>To receive the Minutes of the Previous Meetings</p> <p>Council received and noted the minutes from the following Committee meetings:</p> <ul style="list-style-type: none"> • Planning and Transport 27.09.2022 (approved minutes) • Planning and Transport 13.10.2022 (draft minutes) • Finance and Establishment 27.09.2022 (approved minutes) • Finance and Establishment 17.10.2022 (draft minutes) • Assets and Services 26.09.2022 (approved minutes) • Assets and Services 24.10.2022 (draft minutes)
FC 164-22	<p>Agenda Reminder</p> <p>Committee noted the following reminder:</p> <p>Urgent Information Items</p> <p>Purpose of this section is to verbally report urgent items only and no decisions can be made. For instance, a verbal urgent item may be an update on an urgent incident or situation not requiring action, but informative. It is not an item for any discussions or updates.</p> <p>Questions relating to the agenda</p> <p>The agenda is published at least five days prior to the meeting. Should members have specific questions or queries relating to an agenda item, it would be helpful to raise these prior to the meeting enabling Officers to bring an informed response to the meeting. It may be more appropriate for the question to be raised outside of the meeting if it is not directly related to the business on the agenda.</p>
FC 165-22	<p>Operations Manager - Awards</p> <p>Council noted the Operations Manager, Terry Frostick was recently awarded the Small Markets Manager of the Year from the National Association of British Market Authorities. Mr Frostick also completed the NABMA Diploma which recognises his</p>

	wide-ranging market knowledge. Council passed a huge congratulations to Mr Frostick for his dedicated time, effort and achievements.
FC 166-22	<p>2023 Elections</p> <p>Council noted the 2023 election guidance attached to the agenda, noting this information had been superseded given the hosting of a new Bank Holiday in May 2023.</p>
FC 167-22	<p>Local Council Award Scheme</p> <p>As part of the LCAS award scheme application Council adopted the following, as recommended:</p> <p>a) Scheme of delegation b) Community Engagement Policy c) Five Written Statements (with a review date of one year) to confirm SWTC:</p> <ul style="list-style-type: none"> • Delivers value for money • Provides leadership in planning for the future of its community • Engages with the community on issues related to the environment and climate change • Manages the performance of the council as a corporate body • Manages the performance of each individual staff member to achieve its business plan. <p>d) Council further confirmed by resolution that all members of staff are employed with an appropriate employment contract; the Town Clerk provided evidence and details of this compliance.</p>
FC 168-22	<p>Warm Hub</p> <p>The Town Clerk noted that SWTC will be hosting a Warm Welcome Hub in the Committee Room of the Town Hall in association with Churches Together Saffron Walden. A tentative date of Monday 28th November was set for the launch of the service, subject to funding and volunteers. The Clerk advised Councillors would remain informed of the start date and of the service.</p>
FC 169-22	Reports from other Meetings - No meetings reported.
FC 170-22	Additional Forthcoming Meetings - No meetings reported
FC 171-22	<p>Urgent Items</p> <p>Council was reminded the Christmas events will be taking place this weekend, Friday 18th and Sunday 20th.</p>
FC 172-22	<p>Date and time of Next meeting(s)</p> <p>The Mayor reminded all that the next meeting is scheduled for Monday 5th December 2022 at 7.30pm in the Town Hall.</p>

The Mayor closed the meeting at 8.15pm

Signed as a true and accurate record
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