

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 **14th November 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. 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

9th November 2022

1	Minute's Silence Council to hold a minute's silence in memory of former Mayor Cllr Sandra Eden, who sadly passed away last month.
2	Apologies for absence To receive apologies and consider requests for approved absence
3	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.
4	Public Speaking Time For the public or press to ask questions of the Council on matters relating to the agenda.
5	Essex County Councillor Update To receive a written or verbal update and report from Cllr P Gadd.
6	Mayor's Communications To receive a verbal update from the Town Mayor
7	To verify the Minutes of the Town Council meetings as follows: Full Council 10.10.2022

8	<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"> a) Planning and Transport 27.09.2022 (Approved minutes) b) Planning and Transport 13.10.2022 (draft minutes) c) Finance and Establishment 27.09.2022 (approved minutes) d) Finance and Establishment 17.10.2022 (draft minutes) e) Assets and Services 26.09.2022 (approved minutes) f) Assets and Services 24.10.2022 (draft minutes)
9	<p>Agenda Reminder</p> <p>The following is a polite reminder for members to simply note, regarding standardised agenda items:</p> <p><i>Urgent Information Items</i></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>Should Councillors wish to raise an item it must be requested to the Town Clerk for a future agenda item for full formal consideration</p> <p>Should councillors request an update on a project it should be raised with the appropriate officer outside the meeting or requested as a future agenda item.</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>
10	<p>Operations Manager - Awards</p> <p>The Operations Manager, Terry Frostick has recently been awarded as the Small Markets Manager of the Year from the National Association of British Market Authorities.</p> <p>Mr Frostick has also completed the NABMA Diploma which recognises his wide-ranging market knowledge.</p> <p>A huge congratulations are passed to Mr Frostick for his dedicated time and effort.</p>

11	<p>2023 Elections</p> <p>Guidance has been issued from Uttlesford District Council regarding the 2023 elections, attached for information.</p> <p>As from Monday 7 November 2022, the 6-month rule kicks in. This means that elections are precluded where a casual vacancy occurs within 6 months before the day on which that councillor would regularly have retired. The retirement date for parish councillors is four calendar days after the date of poll, hence Monday 8 May 2023.</p>
12	<p>Local Council Award Scheme</p> <p>At the September Full Council meeting it was unanimously agreed to participate in the National Association of Local Councils, Local Council Award Scheme. (FC 135-22)</p> <p>As part of our application the below documents are required for adoption. It is therefore recommended that Council reviews and adopts the following:</p> <ul style="list-style-type: none"> a) Scheme of delegation With a review date of one year. This is in line with the adopted code of conduct, terms of reference and standing orders. b) Community Engagement Policy With a review date of one year. c) Five Written Statements (with a review date of one year) to confirm SWTC: <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. d) Council is also asked to confirm by resolution that all members of staff are employed with an appropriate employment contract.
13	<p>Warm Hub</p> <p>Warm Hubs are warm, safe places where residents can attend for free during the winter months, particularly during the cost-of-living crisis.</p> <p>The Town Clerk will provide a verbal update regarding provision of warm hubs in Saffron Walden and potentially hosting a warm hub in the Town Hall in collaboration with local Churches.</p>
14	<p>Reports from other Meetings</p> <p>To receive a verbal update from meetings as attended.</p>
15	<p>Additional Forthcoming Meetings</p> <p>To receive details of any forthcoming meetings</p>

16	Urgent Information Items 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
17	Date and time of Next Meeting The next meeting is scheduled for Monday 5 th December 2022 at 7.30pm in the Town Hall, Saffron Walden.