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To: The Mayor and Members of Saffron Walden Town Council

Summons & Agenda

You are summoned to attend the **ANNUAL MEETING** of the TOWN COUNCIL of SAFFRON WALDEN to be held at **The Town Hall, Saffron Walden** on **Tuesday 9th May 2022** commencing at **7.00pm** 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.

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

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

4th May 2022

1	Election of Town Mayor To elect the Town Mayor to serve a term of one year.
2	Declaration of Acceptance of Office – the Mayor For the newly elected Town Mayor to sign their Declaration of Office.
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	Mayor to address the Council For the newly elected Mayor to address the Council.
5	To receive thanks for the retiring Mayor To receive thanks for the retiring Mayor.

6	<p>Retiring Mayor to reply</p> <p>For the retiring Mayor, Cllr Porch to respond</p>
7	<p>Apologies for absence</p> <p>To receive apologies and consider requests for approved absence</p>
8	<p>Election of Deputy Town Mayor</p> <p>To elect the Deputy Town Mayor to serve a term of 1 year</p>
9	<p>Declaration of Acceptance of Office – Deputy Mayor</p> <p>For the newly-elected Deputy Town Mayor to sign their Declaration of Office</p>
10	<p>Public Speaking Time</p> <p>For the public or Press to ask questions of the Council on matters relating to the agenda</p>
11	<p>Committee Terms of Reference</p> <p>To consider adoption of the Committee Terms of Reference, details as attached being terms of reference for the following Committees:</p> <p>Assets & Services (A & S) Finance & Establishment (F & E) Planning & Transport (P & T) Neighbourhood Plan (NP) – proposed changes in red</p>
12	<p>Appointment of Members to Committees</p> <p>To consider appointment to the A & S, F & E and P & T Committees, a report detailing the current membership is attached. It is recommended that each Committee has 8-9 members.</p> <p>The Mayor and Deputy Mayor are both ex-officio members of each Committee, (as per Standing Order 4d, xvii). The Leader is not an ex-officio Committee member.</p> <p>To note that any changes to the Planning & Transport Committee will take place AFTER the 12th May 2022 meeting has been held, as this agenda has been issued.</p>
13	<p>Calendar of future meetings</p> <p>To consider the schedule / sequence of proposed meetings. Proposed details as attached.</p>
14	<p>To consider representation or work with external bodies and arrangements for reporting back</p> <p>Details of 2021/22 representations as attached.</p>

15	<p>Annual review of policies and practices.</p> <p>In accordance with Standing Orders and best practice, it is noted that a number of polices and procedures are recommended for annual review. The Annual Meeting is requested to note this requirement and that the polices / procedures etc will come forward to the appropriate Committee meetings and/or Full Council meetings in due course.</p>
16	<p>Year-end accounts</p> <p>To note that the year-end accounts, including a review of the inventory of land and other assets will be submitted to the Full Council as part of the year end procedures.</p>
17	<p>Insurance cover</p> <p>To note that arrangements for insurance cover will be reviewed in June when the policies become due for renewal.</p>
18	<p>Date and time of Next Meeting(s)</p> <p>Further meetings to be determined, subject to the resolution of agenda item 13 above</p>