

The Town Hall
Market Street
Saffron Walden
CB10 1HR
Tel: 01799 516501



This schedule sets out some meeting dates (in blue), commitments and training (in white) which successfully elected Saffron Walden Town Councillors will be asked to attend:

	Date & time (all taking place in the Town Hall, Saffron Walden)	Purpose
Headshots	Wednesday 10th May Two sessions one during the day, time TBC OR 7.00pm	Photographs will be used to create councillor profiles on the SWTC website found here saffronwalden.gov.uk/about-us/members/
Informal Councillor induction	Wednesday 10th May - 7.30pm	Opportunity to informally meet with other Councillors. Documentation will be issued to attendees for completion and /or information.
AGM & first Full Council meeting	Monday 15 th May – 7pm	The first meeting of the new Council, there will be two meetings on this evening, see below for further details*
<p>*On Monday 15th May, there will be two meetings:</p> <ul style="list-style-type: none"> • The Annual (General) Meeting at 7pm • Followed by a Full Council meeting on conclusion of the Annual (General) Meeting. <p>The AGM will include election of the Mayor and Deputy Mayor and Council will agree subsequent meeting dates for July 2023 to June 2024 and the committee membership. <i>You will be expected to attend all Full Council meetings and committee meetings for which you are a member of.</i></p>		
Finance & Establishment Committee meeting	Monday 22 nd May – 7.30pm	Monthly F&E Meeting
Planning & Transport Committee meeting	Thursday 25 th May – 7.30pm	Monthly P&T Meeting
Assets & Services Committee meeting	Tuesday 30 th May – 7.30pm	Monthly A&S Meeting
General Planning training	Thursday 1st June - 7.30pm	To receive a general overview of planning matters
Staff & Councillor lunch	Monday 5th June – 12.00 - 1.00pm	Opportunity to informally meet with other Councillors and all staff.
Planning & Transport Committee training	Thursday 8th June - 6.30pm (prior to Committee meeting)	Bespoke training for members of the Planning and Transport Committee

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Planning & Transport Committee meeting	Thursday 8 th June – 7.30pm	Monthly P&T Meeting
General Finance training	Monday 12 th June - 6.30pm <i>(prior to Council meeting)</i>	To receive a general overview of financial matters
Full Council meeting	Monday 12 th June – 7.30pm	Monthly FC meeting
<i>TBC Finance Committee Training</i>	<i>TBC</i> Monday 19 th June - 6.30pm <i>(prior to Committee meeting)</i>	<i>TBC</i> <i>Bespoke training for members of the Finance & Establishment Committee</i>
Finance & Establishment Committee meeting	Monday 19 th June – 7.30pm	Monthly F&E Meeting
Planning & Transport Committee meeting	Thursday 22 nd June – 7.30pm	Monthly P&T Meeting
Assets and Services committee training	Monday 26 th June - 6.30pm <i>(prior to Committee meeting)</i>	To receive a general overview of SWTC assets and services
Assets & Services Committee Meeting	Monday 26 th June – 7.30pm	Monthly A&S Meeting
Ceremonial Mayor Making	17 th June – AM times tbc	Civic service at the Town Hall and St Mary's Church
Councillor training	Monday 3 rd July - 7.30pm	To review policies, health and safety and IT.