

TheTown Hall  
Market Street  
Saffron Walden  
CB10 1HZ

Tel: 01799 516501



## **Agenda Assets & Services Committee**

To Committee Members: Councillors Ahmed (Deputy Mayor), Asker, Curtis, Eke (Mayor), Freeman, Hawke-Smith, Jones, McLellan and Porch

You are summoned to attend a MEETING of the ASSETS & SERVICES COMMITTEE of SAFFRON WALDEN to be held in the Town Hall

Date: **Tuesday 28<sup>th</sup> May 2024** commencing at 7.30pm to transact the business as set out in the agenda below.

All other Councillors are welcome to attend this meeting but will not be formal members of the committee and will not receive any voting rights. Non-Committee members will not be able to participate in or remain present for any discussions held under Part 2, Confidential Matters

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### **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](http://www.saffronwalden.gov.uk). For background papers in relation to this meeting please contact [enquiries@saffronwalden.gov.uk](mailto: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. If at the meeting, please approach the Officer present to make yourself known.

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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](mailto:enquiries@saffronwalden.gov.uk)

General Enquiries – The Town Hall, Market Street, Saffron Walden, CB10 1HZ

Website: [www.saffronwalden.gov.uk](http://www.saffronwalden.gov.uk)

### Recording of meetings

Meetings will be recorded where practicable and possible to do so.

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For details of the Town Council's Privacy Notice, please visit our website:  
<http://saffronwalden.gov.uk/policies/>



**Lisa Courtney, Town Clerk**

21<sup>st</sup> May 2024

1	<b>Election of Committee Chair</b> For Committee to elect the Committee Chair for 2024/25
2	<b>Election of Deputy Committee Chair</b> For Committee to elect the Deputy Committee Chair for 2024/25
3	<b>Apologies for absence</b> To receive apologies and consider requests for approved absence.
4	<b>To receive any Declarations of Interest</b> 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.
5	<b>Minutes of the last meeting of the Assets &amp; Services Committee</b> To verify and approve the Minutes of the A & S Committee meeting of 29.04.2024.

6	<p><b>Artificial Christmas Tree</b></p> <p>Committee to consider the attached written report and recommendations detailing the proposal to use an artificial Christmas tree in the Market Square.</p>
7	<p><b>Children of Calais Dorset House Garden</b></p> <p>The Children of Calais structure was installed in Dorset House Garden six years ago, cast in resin.</p> <p>Should it become a permanent feature it will need to be re-cast in bronze, requiring fundraising.</p> <p>Representatives of the fund raising team for this project will be in attendance. It is expected it will take two years to raise funds and if successful the garden will need to be closed while the works are completed.</p> <p>Committee is asked to consider an in principle support of installing a bronze version of the structure in Dorset House Gardens. It is noted that there will be an increase in the insurance premium to SWTC (assuming SWTC continues to insure the sculpture); details of any increase are not available for this meeting but note the Town Council's Insurance Assessor will be visiting in June and asked to consider any increased premium.</p>
8	<p><b>Youth Outreach Project (YOP)</b></p> <p>At the March 2024 Committee meeting the following was agreed (A&amp;S 035-24):</p> <p><i>To roll over the current service level agreement – month by month to a maximum of three months so until 30.06.2024 whilst SWTC awaits funding details from UDC. It was agreed the funding should be made from the remaining 2023 – 2024 youth funds.</i></p> <p>It was further noted at the April 2024 meeting an officer written report has been submitted to UDC seeking £10,000 of funding for youth work.</p> <p>By means of a further update, Uttlesford District Council is seeking to conduct a Youth Strategy and the timeline of works will be prepared in June 2024; it is not known when this work by UDC will be concluded or if any funds will be available to continue supporting SWTC's youth programme.</p> <p>Committee is asked to consider whether it wishes to extend its funding period for an additional three months, until 30.09.2024; whilst UDC prepares the strategy, further details given below:</p> <p>(a) Total youth budget for 2024/25 £10,000 + c/fwd from 2023/24 = £15,975</p> <p>The youth budget is used for a series of activities including, but not limited to, supporting the YOP. In 2023/24, SWTC committed to supporting the YOP with a grant of £10,000 but is unable to make that same commitment for 2024/25, pending confirmation of a match-funded grant from UDC.</p>

	<p>(b) Commitment made to date with YOP (as per April 2024) = £10,000/12 = £833 per month x 3 = £2,499.00 – being funding from April to June 2024 inclusive</p> <p>(c) Committee to determine further funding of £2,499.00 to cover the period July to September 2024.</p> <p>Should Committee agree further funding to September 2024, the budget balance would be £15,975 - £2,499.00 - £2,499.00 = £10,977</p> <p>(d) UDC funding of £10,000 is not yet confirmed and cannot therefore be assumed; it is not included in the above projections.</p> <p>(e) A balance of £10,977 will remain which may be used for a further 6-months funding towards the YOP, taking the overall balance to £5,977. This will impact on the Council's ability to offer grants to other youth organisations and to deliver its own youth programme.</p>
9	<p><b>Urgent Information Items</b></p> <p>Any items to verbally report for information only</p>
10	<p><b>Date and time of Next Meeting</b></p> <p>Monday 24<sup>th</sup> June 2024 at 7.30pm in the Town Hall Saffron Walden</p>