

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 **10th July 2023** 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

5th July 2023

1	Apologies for absence To receive apologies and consider requests for approved absence
2	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.
3	Public Speaking Time For the public or press to ask questions of the Council on matters relating to the agenda.
4	Essex County Councillor Update To receive a written or verbal update and report from Cllr P Gadd.
5	Mayor's Communications To receive a verbal update from the Town Mayor
6	To verify the Minutes of the Town Council meetings as follows: Full Council 12.06.2023
7	To receive Minutes from Committee meetings as follows: 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.

	<ul style="list-style-type: none"> • Planning and Transport 08.06.2023 (Approved minutes) • Planning and Transport 22.06.2023 (draft minutes) • Finance and Establishment 19.06.2023 (draft minutes) • Assets and Services 26.06.2023 (draft minutes)
8	<p>Business in Development District (BID) Referendum Result</p> <p>To note for information only, the BID Referendum concluded on 30 June and the results were in favour and the BID will continue for another five-year period.</p>
9	<p>Essex County Council (ECC) border review consultation</p> <p>ECC is looking at reviewing its existing divisions and wards with a two-phase public consultation, SWTC is recommended to respond, and the attached officer report details recommended responses.</p>
10	<p>St Mary's Church Clock – Virement of Monies</p> <p>Following the June Assets and Services meeting; it was noted the St Mary's Church Clock has stopped working and repairs are required costing £3070+VAT. <i>(A copy of the officer report presented to Assets and Services is attached for information only.)</i></p> <p>Committee resolved to; extract of draft minutes A&S 071-23 as follows:</p> <p><i>To carry out the works now, utilising monies from the Action Plan initiatives EMR. Noted in the officer report, per the Financial Regulations, viring of EMRs will need to be approved by Full Council at the July Council meeting.</i></p> <p><i>These monies would then need to be replaced in the 2024/25 budget along with recognising the need to set aside future monies in the EMR for any future repairs to the clock. This will be considered by the 2024/25 budget working group.</i></p> <p>Council is therefore asked to approve the virement of the Action Plan ear-marked reserves to repair the Church clock, as recommended by the Assets Committee. Acknowledging the monies will need to be replaced in the 2024-25 budget and the future budget working group should consider setting aside an additional EMR for future maintenance.</p>
11	<p>Local Council Tax Support scheme 2024/25</p> <p>SWTC is invited to comment on Uttlesford District Council's Local Council Tax Support scheme 2024/25.</p> <p>The full LCTS report is attached to the agenda and for 2024/25 UDC is proposing to maintain the scheme on the same basis as in 2023/24. This means they will:</p> <ul style="list-style-type: none"> • keep the contribution rate at 12.5% for 2024/25.

	<ul style="list-style-type: none"> continue to protect pensioners, vulnerable and disabled residents and their carer's on a low income. <p>Council is asked to consider its response to the consultation.</p>
12	<p>Reports from other Meetings</p> <p>To receive a verbal update from meetings as attended.</p>
13	<p>Additional Forthcoming Meetings</p> <p>A reminder for information of the forthcoming meetings as follows:</p> <ol style="list-style-type: none"> Twin Town, Bad Wildungen visit is taking place 10th- 13th August. Police Engagement Day Tuesday 1st August 10am-2pm Town Hall Court Room, with Detective Superintendent Scott Egerton and Chief Inspector Martin Richards. Council is asked to discuss and agree an itinerary together at this Full Council meeting.
14	<p>Urgent Information Items</p> <p>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</p>
15	<p>Date and time of Next Meeting</p> <p>The next meeting is scheduled for 11th September 2023 at 7.30pm in the Town Hall, Saffron Walden. Note – there is no August meeting.</p>