

The Town Hall  
Market Place  
Saffron Walden  
CB10 1HZ

Tel: 01799 516501



## **Notice of Public Meeting – Annual Town Meeting**

The Annual Town Meeting for Saffron Walden and hosted by Saffron Walden Town Council will be held in The Town Hall, Saffron Walden on:

**Monday 8<sup>th</sup> April 2024 commencing at 7.30pm**

**Saffron Walden Electors  
& members of press are welcome to attend.**

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### **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](mailto: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](http://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/>

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Councillor Heather Asker, Town Mayor  
26 March 2024

1	<b>Apologies for absence</b> - To receive apologies for absence
2	<b>Minutes</b> - To verify the minutes of the previous Town Meeting held on 14 <sup>th</sup> March 2023.
3	<b>Mayor's Annual Report</b> Report to be received and presented.
4	<b>Annual Reports by Chairs of Committee's</b> Reports to be received and presented, these being: <ul style="list-style-type: none"> <li>a) Assets &amp; Services – Cllr Hawke-Smith</li> <li>b) Finance &amp; Establishment – Cllr de Vries</li> <li>c) Planning &amp; Transport – Cllr Hawke-Smith</li> </ul>
5	<b>Community Reports</b>  To receive presentations from Community Groups who have received grant funding or support from Saffron Walden Town Council in 2023/24, to include: <ul style="list-style-type: none"> <li>a) Citizens Advice</li> <li>b) Uttlesford Community Travel</li> <li>c) Mayor's Charities Saffron Walden Youth Outreach Project</li> <li>d) Royal British Legion</li> <li>e) Uttlesford Food Bank</li> <li>f) Round Table Fireworks</li> <li>g) Saffron Walden Initiative</li> <li>h) *Elmo Miniatures</li> <li>i) *Musical Theatre</li> </ul> *(these groups send their apologies for attendance but provided written reports attached)
6	<b>Questions from Electors</b>  Electors who have questions or proposals for discussion at the meeting are requested to submit them in writing to the offices of Saffron Walden Town Council, The Town Hall Market Street, Saffron Walden, CB10 1HZ or via email to <a href="mailto:enquiries@saffronwalden.gov.uk">enquiries@saffronwalden.gov.uk</a>  Questions from Saffron Walden electors may still be taken from the floor at the meeting and a response to those may be supplied at a later date, allowing the Council opportunity to provide an informed response.
7	<b>Closing from the Mayor</b>  On conclusion of the Annual Town Meeting, attendees are invited to join the Mayor and Councillors for light refreshments.