

The Town Hall  
Market Place  
Saffron Walden  
CB10 1HR



***PRIOR TO THIS MEETING, FORMER COUNCILLORS ARE INVITED  
TO LIGHT REFRESHMENTS WITH COUNCIL AT 6PM TO  
CELEBRATE THE 50<sup>TH</sup> ANNIVERSARY OF SAFFRON WALDEN  
TOWN COUNCIL***

**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 **Monday 13<sup>th</sup> May 2024** 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](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 by emailing: [townclerk@saffronwalden.gov.uk](mailto: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](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/>



**Lisa Courtney, Town Clerk**

**8<sup>th</sup> May 2024**

1	<b>Election of Town Mayor</b>  To elect the Town Mayor to serve a term of one year.
2	<b>Declaration of Acceptance of Office – the Mayor</b>  For the newly elected Town Mayor to sign their Declaration of Office.
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>Mayor to address the Council</b>  For the newly elected Mayor to address the Council.
6	<b>To receive thanks for the retiring Mayor</b>  To receive thanks for the retiring Mayor.
7	<b>Retiring Mayor to reply</b>  For the retiring Mayor, Cllr Asker to respond.

8	<b>Election of Deputy Town Mayor</b> To elect the Deputy Town Mayor to serve a term of 1 year.
9	<b>Declaration of Acceptance of Office – Deputy Mayor</b> For the newly-elected Deputy Town Mayor to sign their Declaration of Office
10	<b>50<sup>th</sup> Anniversary of Saffron Walden Town Council</b> Previous Councillors have been invited to attend this meeting to commemorate the 50 <sup>th</sup> anniversary. To note this 50 <sup>th</sup> Anniversary and to thank all attendees.
11	<b>Public Speaking Time</b> For the public or press to ask questions of the Council on matters relating to the agenda
12	<b>Nomination of Leader</b>  a) To review the policy and consider the proposed amendments (attached in red) with a recommendation to adopt with the proposed changes, bringing this policy in line with the Mayoral/Deputy Mayor policy.  b) Subject to (a) above to: c) To elect a Leader to serve a term of 1-year, from May 2024 to the AGM May 2025. d) To elect a Deputy Leader to serve a term of 1-year (this is a proposed new position and if agreed, the Leader policy will require amendment).
13	<b>Appointment of Members to Committees</b>  To consider appointment to the A & S, F & E and P & T Committees, it is recommended that each Committee has 8-9 members. The current membership is attached for reference.  The Mayor and Deputy Mayor are both ex-officio members of each Committee, (as per Standing Order 4d, xvii). The Leader (or Deputy Leader if nominated) is not an ex-officio Committee member.
14	<b>Committee Terms of Reference</b>  To consider re-adoption of the Committee Terms of Reference, copies of each attached with proposed amendments highlighted.  a) Assets & Services (A & S); Finance & Establishment (F & E); Planning & Transport (P & T) b) Neighbourhood Plan (NP)

15	<p><b>Appointment of Members to Working Groups</b></p> <p>To consider membership of the current working groups and appoint were necessary, as detailed in the attached written report:</p> <ul style="list-style-type: none"> <li>a) Splash park</li> <li>b) Climate change and environment</li> <li>c) Budget 2025/26 (new proposed WG)</li> <li>d) Tourist Information Centre</li> <li>e) Local Government Association Scoping Group</li> <li>f) POS/PROW (to meet autumn 2024)</li> <li>g) Speeding (to meet autumn 2024)</li> <li>h) Play Area (Little Walden Road) (to meet autumn/winter 2024)</li> </ul> <p>Given the relatively new creation of the current WGs, Officers do not recommend changes to the existing Membership.</p>
16	<p><b>Working Group Terms of Reference</b></p> <p>To consider adoption of the working group terms of reference as follows:</p> <p>The following ToR have previously been approved by both the WG and Council:</p> <ul style="list-style-type: none"> <li>a) Climate change and environment</li> </ul> <p>The following ToR are newly proposed documents, recommended by WGs for adoption:</p> <ul style="list-style-type: none"> <li>b) Splash park</li> <li>c) Tourist Information Centre</li> </ul> <p>The following ToR are to follow, once the WGs have met to recommend any ToR to Council:</p> <ul style="list-style-type: none"> <li>d) Budget 2025/26 (not yet established, so no ToR available)</li> <li>e) Local Government Association Scoping Group</li> <li>f) POS/PROW</li> <li>g) Speeding</li> <li>h) Play Area</li> </ul>

17	<b>Calendar of future meetings</b> To consider the schedule / sequence of proposed meetings. Proposed details as attached.
18	<b>To consider representation or work with external bodies and arrangements for reporting back</b> Details of 2023/24 representations is attached for reference and Council is requested to consider representation for 2024/25.
19	<b>Annual review of policies and practices.</b> In accordance with Standing Orders and best practice, it is noted that a number of policies and procedures are recommended for annual review. The Annual Meeting is requested to note this requirement and that the policies / procedures etc will come forward to the appropriate Committee meetings and/or Full Council meetings in due course.
20	<b>Year-end accounts</b> To note that the year-end accounts, including a review of the inventory of land and other assets will be submitted to the June Full Council as part of the year end procedures.
21	<b>Insurance cover</b> To note that arrangements for insurance cover will be reviewed in June when the policies become due for renewal.
22	<b>Date and time of Next Meeting(s)</b> The next Full Council meeting will take place on Monday 10 <sup>th</sup> June at 7.30pm in the Town Hall Saffron Walden.