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 June 2024** 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
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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 5 June 2024

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	**Updates from 3rd parties – for information only** (a) To receive a written or verbal update and report from Cllr P Gadd as the Essex County Councillor (b) To receive a written or verbal update and report from UDC Councillors on any matters which may be particularly pertinent to Saffron Walden
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:** a. Annual (General) Meeting 13.06.2024 b. Full Council 13.05.2024

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. • Planning and Transport 09.05.2024 (Approved minutes) • Planning and Transport 23.05.2024 (draft minutes) • Finance and Establishment 20.05.2024 (draft minutes) • Assets and Services 28.05.2024 (draft minutes) • Draft minutes from the Annual Town Meeting held on 8th April 2024 (these are draft minutes and provided for information only, the actual minutes can only be approved at the 2025 ATM)
8	**Presentation from Essex Police** The Essex Police Chief Inspector will be presenting a verbal update to Council.
9	**Presentation from Almshouses** Representatives of the Saffron Walden Almshouses will present an update to Council regarding the works of Primes Close bungalows on the Park Lane side of the Almshouse site, which are now uninhabitable.
10	**Climate Change Update** The attached slides are for information detailing the progress against the Climate Action Plan so far and a schedule of works. This is the quarterly update to Council, which is a requirement of the action plan.
11	**Update from Tourist Information Centre Working Group** (a) To receive for information purposes notes from the April TIC WG (these are discussion notes and not minutes given the working group was not quorate) (b) To receive for information purposes draft minutes from the May TIC WG meeting (the next TIC WG meeting is 06.06.24, after the issuing of this agenda, hence at time of writing these are draft minutes). (c) The disabled access has been a point of discussion for some time and historically SWTC has applied for a permanent ramp, which was rejected by the planning authority. TIC staff currently use a mobile ramp to enable disabled access; the Council's appointed health and safety advisor has advised this arrangement is sufficient. At the meeting on 02.05.24, TIC WG Members therefore recommend no further action or works in changing the current working practices for disabled access, save for the potential purchase of a lighter ramp for the TIC.

12	**Annual Governance and Accountability Return 2023-24 (Annual Return)** (a) The internal auditor has signed off the Annual Internal Audit Report and has approved the accounts and practices - copy attached as along with an officer's covering report 12 (a) (b). Committee is requested to receive and note these details. (b) Annual Governance Statement 2023-24 with detailed explanations (c) The following documents are attached for reconciliation and verification of the annual return for year ended 31st March 2024, including: • Variances explanation (12.c.1) • Reconciliation document (12.c.2) • Working details for annual return (12.c.3) • Detailed Income and Expenditure Accounts (12.c.4) • Balance sheet (12.c.5) • Bank reconciliation pro-forma (12.c.6) (d) Asset Register (e) Dates for the period of exercise of public rights, with the following proposed dates: Commencing on Monday 17th June ending Friday 26th July 2024. (f) Council is requested to specifically give consideration to Section1 being the Annual Governance Finance committee considered and recommended the following (draft min extract of May meeting): Subject to the following, it was agreed to recommend adoption of the AGAR to the June Full Council meeting: *(i) Reconciliation of the expenditure figure as noted in (a) above* *(ii) Recognition that Standing Order 19b was purposefully not met in concluding the Town Clerk's appraisal given there were two (as opposed to the three stated in SO 19b) Councillors present in concluding the appraisal. Cllr Eke noted that in a future review of Standing Orders, it was likely this paragraph would be recommended for revision to reduce the number of Councillors from three to two.* Council is recommended to approve the above.

13	**May 2024 Annual General Meeting – Neighbourhood Plan** The following was noted at the 2024 AGM (Minute extract) a) *It was unanimously resolved:* *To adopt the Neighbourhood Plan (NP) terms of reference.* *Cllr Freeman noted the importance of NPs and that SWTC should take the opportunity to review and potentially refresh the existing SW NP. It was Resolved.* *To carry this matter forward to a future Full Council meeting, as part of the review of Council's core priorities.* Council is requested to consider whether refreshing the plan forms part of the current priorities (see below agenda item for an update on priorities) acknowledging there is no dedicated resourcing at this time to refresh the plan.
14	**Priorities** Attached is an update on the Council priorities, also attached is the agreed working group schedule of works which was agreed at the March 2024 council meeting.
15	**Potholes** To receive an update on the following project to note. A councillor has suggested creating a log of potholes in Saffron Walden for reporting to Essex Highways. Councillors would work on their ward area, identifying defects utilising what3words. Councillors will need to establish a date(s) for the project.
16	**Reports from other Meetings -** To receive a verbal update from meetings as attended.
17	**Additional Forthcoming Meetings -** To receive details of any forthcoming meetings. The following Police and Crime workshops are taking place via Teams, registration is online via Eventbrite: • More, local, visible and accessible policing - Tuesday 18th June 3pm – 5pm • Drive down anti-social behaviour and crime - Wednesday 26th June 10.30am – 12.30pm • Beat knife crime and drug gangs and protect young people - Tuesday 2nd July 3.00pm – 5.00pm • Protect women and girls from violence and domestic abuse - Wednesday 3rd July at 3.00pm to 5.00pm • Ensure vulnerable people are protected – Friday 5th July 10.30am to 12.30pm • Identify risk and help people stay safe.

	• Improve road safety and reduce road death in Essex to Zero - Thursday 11th July at 11am to 1pm.
18	**Urgent Information Items** 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
19	**Date and time of Next Meeting** The next meeting is scheduled for Monday 8th July 2024 at 7.30pm in the Town Hall Saffron Walden.
20	**Confidential Item – Exclusion of Press and Public (Part II meeting)** To resolve that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.
21	**Update on Use and Rental of Nos 3-5 Market Place** To receive a written report and update regarding completed works at No2 3-5 Market Place, supported with details of financial costs on the refurbishment programme.