

SAFFRON WALDEN TOWN COUNCIL

Minutes of Annual (General) Council Meeting

Date of meeting: Monday 9th May 2022 at 7.30pm

Present Councillors: Cllrs Asker, Coote, de Vries, Fairhurst, Freeman, Gadd, Hawke-Smith, Light, McLellan, Millward, Porch, and Toy

Officers: Lisa Courtney (Town Clerk), Terry Frostick (Operations Manager) and Georgia Arnold (Committee Clerk & Office Administrator)

And Three members of the public

AM001-22	<p>Election of Town Mayor</p> <p>Cllr Freeman nominated Cllr de Vries; this was seconded by Cllr Millward.</p> <p>There were no other nominations for Mayor. Cllr de Vries accepted the nomination.</p> <p>It was unanimously agreed to elect Cllr de Vries to the post of Mayor for 2022-23. Cllr de Vries took the Chair and addressed Council in his capacity as newly elected Town Mayor.</p>
AM002-22	<p>Declaration of Acceptance of Office – the Mayor</p> <p>Cllr de Vries read and signed the declaration of office; this was witnessed by the Town Clerk and was formally received by Council.</p>
AM003-22	<p>Declarations of Interest</p> <p>Cllrs Asker, Coote, de Vries, Fairhurst, Freeman and Light declared generic, non-pecuniary interests as District Councillors for Uttlesford District Council.</p> <p>Cllrs Fairhurst and Freeman further declared non-pecuniary interests as members of Uttlesford District Council’s Planning Committee.</p> <p>Cllr Gadd declared generic, non-prejudicial interests as county councillor for Essex County Council.</p>
AM004-22	<p>Mayor to address the Council – Cllr de Vries</p> <p>The new Mayor addressed the Council and thanked Councillors for their support and noted this post is an honour.</p>
AM005-22	<p>To receive thanks for the retiring Mayor from Cllr Porch</p> <p>Cllr de Vries thanked Cllr Porch for his hard work and efforts whilst Mayor, noting the start of his Mayoral term commenced during lockdown and Covid restrictions. This</p>

Signed as a true and accurate record
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	difficulty did not impede his community engagement and fundraising. The thanks and praises were reiterated by Cllr Gadd who also thanked Cllr Porch for his efforts; this was followed by a standing applause for Cllr Porch in recognition of this hard work and efforts during his term in office
AM006-22	<p>Retiring Mayor 's reply</p> <p>Cllr Porch thanked staff, Councillors and residents for their continued support and noted that whilst Covid restrictions caused difficulties he enjoyed his time as Mayor and has raised around £15,000 for his charities.</p>
AM007-22	<p>Apologies for Absence</p> <p>Apologies were received and accepted from Cllrs Eke, Frost, Gregory and Roberts.</p>
AM008-22	<p>Election of Deputy Town Mayor</p> <p>Cllr Porch nominated Cllr Freeman; this was seconded by Cllr McLellan. Cllr Freeman accepted the nomination. There were no other nominations for Deputy Mayor. It was unanimously agreed to elect Cllr Freeman to the post of Deputy Mayor for 2022-23</p>
AM009-22	<p>Declaration of Acceptance of Office – Deputy Mayor</p> <p>Cllr Freeman read and signed the declaration of office, this was witnessed by the Town Clerk and was formally received by Council.</p>
AM10-22	<p>Public Speaking Time</p> <p>There were no questions arising from any members of the public present.</p>
AM11-22	<p>Committee Terms of Reference</p> <p>Members reviewed the terms of reference as presented for consideration, it was</p> <p>Resolved: Unanimously to adopt the committee terms of reference for the following committees as presented:</p> <p>Assets and Services (A & S) Finance and Establishment (F & E) Planning and Transport (P & T) Neighbourhood Plan (NP)</p>
AM12-22	<p>Appointment of Members to Committees</p> <p>Council approved appointments to Standing Committees, with each Committee having 8 or 9 Members including the Mayor and Deputy Mayor as ex-officio Members (as per Standing Order 4d, xvii). Membership was unanimously agreed as follows:</p>

	<p>Finance & Establishment: Cllrs Asker, Coote, de Vries, Eke, Freeman, Gadd, Fairhurst, Hawke-Smith and Millward. (9 members.)</p> <p>Assets & Services: Cllrs Coote, de Vries, Freeman, Frost, Light, McLellan, Porch, Roberts and Toy. (9 members)</p> <p>Planning & Transport: Cllrs de Vries, Freeman, Gadd, Fairhurst, Gregory, Hawke-Smith, McLellan and Roberts. (8 members) <i>Post meeting note: Cllr Fairhurst has declined his membership of the Planning and Transport committee, therefore a vacancy on this committee arises which will be considered at the June Full Council meeting.</i></p>
AM13-22	<p>Calendar of future meetings</p> <p>Council unanimously agreed to the calendar of future meetings presented to Council (attached to the agenda).</p>
AM14-22	<p>To consider representation or work with external bodies and arrangements for reporting back</p> <p>Cllr Gadd proposed the memberships were taken as presented (ie from 2021/22) save for the following amendments:</p> <ul style="list-style-type: none"> • Rename Stop Stansted Expansion to Stansted Airport Watch • Little Walden Village Hall – representative should be Cllr Gregory • Day Centre Management Committee (Garden Room) should be removed as it is currently closed • UALC change to the new Mayor and Deputy Mayor • Youth Outreach Project, Youth Initiative Working Group and Saffron Walden Cricket Club – that the representative on these groups should be Cllr Porch, with the removal of Cllr Fairhurst <p>This proposal was seconded by Cllr McLellan and agreed by Council. Cllr Asker noted should Cllr Porch require assistance with the Youth Working Group she would be happy to help.</p>
AM15-22	<p>Annual Review of Policies and Practices</p> <p>Council noted that a number of policies and procedures are recommended for annual review, and that the polices / procedures etc will come forward to the appropriate Committee meetings and/or Full Council meetings in due course.</p>
AM16-22	<p>Year End Accounts</p> <p>Council noted that the year-end accounts will be presented to a future Full Council meeting.</p>

AM17-22	<p>Insurance Cover</p> <p>Council noted that the arrangements for insurance cover will be reviewed by Officers in June 2022.</p>
AM18-22	<p>Date and time of Next Meeting(s)</p> <p>Noted that the calendar of meetings has been approved and the ceremonial Mayor Making Ceremony will take place this Saturday 14th May.</p>

The Mayor closed the meeting at 7.25pm