

SAFFRON WALDEN TOWN COUNCIL

Minutes of Annual (General) Council Meeting

Date of meeting: Monday 15th May 2023 at 7.00pm

Present Councillors: Abercrombie (Walker), Ahmed, Asker, Coote, Curtis, de Vries, Frost (from minute reference AM019-23), Freeman, Gadd, Hawke-Smith, Jones, McBirnie, McLellan, Meloy, Porch, Reeve, Shotropa

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

Five members of the public

AM001-23	<p>Election of Town Mayor</p> <p>Cllr Gadd nominated Cllr Asker; this was seconded by Cllr Hawke-Smith. Cllr Asker accepted the nomination.</p> <p>It was noted SWTC's Mayoral Selection Policy, section 14 states <i>no councillor can be nominated or elected to the position of Mayor if they have already served two terms as Mayor</i>. Council noted Cllr Asker's second term as Mayor was during the Covid-19 outbreak and it was agreed to dispense this regulation for this term.</p> <p>There were no further nominations to the position of Town Mayor. It was unanimously agreed to nominate Cllr Asker as Mayor for the period 2023/2024.</p> <p>Cllr Asker took the Chair and addressed Council in her capacity as newly elected Town Mayor.</p>
AM002-23	<p>Declaration of Acceptance of Office – the Mayor</p> <p>Cllr Asker read and signed the declaration of office; this was witnessed by the Town Clerk and was formally received by Council.</p>
AM003-23	<p>Apologies for Absence</p> <p>Apologies were received and accepted for Councillor Eke and Councillor Frost for her late arrival (from minute ref AM019-23).</p>
AM004-23	<p>Declarations of Interest</p> <p>Cllrs Ahmed, Asker, Coote, Freeman, McBirnie and Reeve declared generic, non-pecuniary interests as District Councillors for Uttlesford District Council.</p> <p>Cllr Gadd declared generic, non-pecuniary interest as County Councillor for Essex County Council.</p>

Signed as a true and accurate record
Minutes of the Annual Meeting 15th May 2023

AM005-23	<p>Mayor to address the Council – Cllr Asker</p> <p>The new Mayor addressed the Council and thanked Councillors for their support, noting this post is an honour.</p>
AM006-23	<p>To receive thanks for the retiring Mayor from Cllr Asker</p> <p>Cllr Asker passed her thanks to Cllr de Vries on behalf of Council for his dedicated efforts as Town Mayor for 2022 / 2023.</p>
AM007-23	<p>Retiring Mayor’s reply Cllr de Vries</p> <p>Cllr de Vries passed on this thanks to Council for their support throughout the year and was pleased to be a part of some significant national events during his term as Town Mayor. Cllr de Vries also passed on his thanks to the SWTC staff for their ongoing efforts.</p>
AM008-23	<p>Acceptance of Office Forms</p> <p>Council unanimously agreed all acceptance of office forms must be completed by 31.05.2023, noting they must be signed in the presence of the Town Clerk.</p>
AM09-23	<p>Election of Deputy Town Mayor</p> <p>Cllr Gadd nominated Cllr Eke; this was seconded by Cllr McLellan. It was noted Cllr Eke has passed on his acceptance for the nomination (Cllr Eke had provided apologies for his absence at this meeting)</p> <p>There were no other nominations for Deputy Mayor. It was unanimously agreed to elect Cllr Eke to the post of Deputy Mayor for 2023/2024.</p>
AM010-23	<p>Declaration of Acceptance of Office – Deputy Mayor</p> <p>It was agreed Cllr Eke would sign his declaration of office as Deputy Mayor, outside this meeting and to be witnessed by the Town Clerk.</p>
AM011-23	<p>Election of Leader</p> <p>Cllr de Vries nominated Cllr Gadd this was seconded by Cllr Coote for a period of two years. No other nominations were received, and Cllr Gadd accepted the nomination. It was unanimously agreed to nominate Cllr Gadd as Leader for a period of two years.</p>
AM012-23	<p>Public Speaking Time</p> <p>There were no questions arising from any members of the public present.</p>
AM013-23	<p>Adoption of General Power of Competence (GPC)</p> <p>It was unanimously agreed to adopt GPC noting SWTC meets the eligibility criteria.</p>

AM014-23	<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>
AM015-23	<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 Abercrombie (Walker), Coote, de Vries, Gadd, McBirnie, Meloy, Reeve and Shotropa</p> <p>Assets & Services: Cllrs Ahmed, Curtis, Freeman, Frost, Hawke-Smith, Jones, McLellan and Porch</p> <p>Planning & Transport: Cllrs Curtis, Freeman, Gadd, Hawke-Smith, McLellan and Meloy.</p> <p>Each Committee additionally has the Mayor and Deputy Mayor as ex-officio members.</p>
AM016-23	<p>Calendar of future meetings</p> <p>Council unanimously agreed to the calendar of future meetings, as presented to Council and attached to the agenda.</p>
AM017-23	<p>To consider representation or work with external bodies and arrangements for reporting back</p> <p>Council agreed to the following representations on external bodies;</p> <ul style="list-style-type: none"> • Alderman’s House - Cllr Hawke-Smith and Reeve • Essex County Council Passenger Transport - Cllr McLellan • Uttlesford Community Transport - Cllr McLellan • Stansted Watch - Cllr Eke • Friends of Bridge End Garden - Cllr Gadd • Little Walden Village Hall - Cllr Curtis

	<ul style="list-style-type: none"> • Business Improvement District - Cllr Eke • Uttlesford Association Local Councils - Mayor and Deputy Mayor • Citizen's Advice - Cllr Freeman • Youth Outreach Project- Cllr Porch • Youth Initiative Working Group - Cllr Porch • Saffron Walden Cricket Club - Cllr Porch • Saffron Walden Organisation for Sport - Cllr Gadd and McBirnie • Saffron Walden Arts Trust - Cllr Frost • Heritage Development Group - Cllr Eke and Porch
	Cllr Frost joined the meeting
AM018-23	<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>
AM019-23	<p>Year End Accounts</p> <p>Council noted that the year-end accounts will be presented to a future Full Council meeting.</p>
AM020-23	<p>Insurance Cover</p> <p>Council noted that the arrangements for insurance cover will be reviewed by Officers in June 2023.</p>
AM021-23	<p>Date and time of Next Meeting(s)</p> <p>These were agreed as per Min Ref AM016-23</p>

The Mayor closed the meeting at 7.25pm