

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 11th March 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

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

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

6th March 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: Full Council 12.02.2024

7	<p>To receive Minutes from Committee meetings as follows:</p> <p>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.</p> <ul style="list-style-type: none"> • Planning and Transport 08.02.2024 (Approved minutes) • Planning and Transport 22.02.2024 (draft minutes) • Finance and Establishment 19.02.2024 (draft minutes) • Assets and Services 26.02.2024 (draft minutes)
8	<p>Town Clerk’s Achievements</p> <p>Council is asked to note the Town Clerk has successfully completed her degree in community governance, following a 6-year home study course. Additionally, she was successfully nominated by Essex Association of Local Councils to attend the Buckingham Palace Garden Party this summer. In their letter advising of the success, the EALC wrote <i>““Congratulations for being nominated to attend Buckingham Palace Garden Party. It is such an achievement to have been a Town Clerk demonstrating extraordinary leadership and dedication to the council’s vision and community’s wellbeing. On behalf of the EALC I would like to thank you for all your hard work over the years. It is people like you that are the inspiration for future generations of Clerks.”</i></p>
9	<p>Jubilee Hub Presentation</p> <p>To receive a presentation from SWTC officers alongside partners UCAN and Enterprise East CIC providing an update on works to date and going forward.</p>
10	<p>Council Priorities</p> <p>To receive an update on Council priorities</p> <p>Members are specifically requested to review and consider the points as noted within the list on page 1.</p>
11	<p>Working Groups</p> <p>Council is asked to note and consider the attached written update regarding progress and schedule of working groups and their progress.</p>
12	<p>Terms of Reference – Climate Change & Environmental Working Group</p> <p>Further to the above agenda item (11) the Climate Change and Environmental Working Group have met and agreed the attached terms of reference. Council is asked to consider the TOR for adoption, along with the request to allocate a budget of £10,000 allowing the WG to progress the aims and objectives contained in the climate action plan.</p>

13	<p>Internal Controls and Risk Assessment Council to note the attached Internal Controls and Risk Assessment as adopted by the Finance Committee for 2023-24.</p>
14	<p>S106 Monies To receive a report detailing the S106 monies due to SWTC</p>
15	<p>Nominations to the positions of Town Mayor and Deputy Mayor</p> <p>Mayor and Deputy Mayor from May 2024 to serve for one year</p> <p>To consider nominations for the positions of both Mayor and Deputy Mayor for 2024/25 in accordance with the Council's published Mayoral Selection policy.</p> <p>In accordance with the above policy, valid nominations have been received for both positions, being:</p> <p>Nomination to Mayor: Cllr Deryk Eke Nominated by Cllr Asker, seconded by Cllr Porch</p> <p>Nomination to Deputy Mayor: Cllr Melon Ahmed Nominated by Cllr Asker, seconded by Cllr Porch</p> <p>All of the above nominations seek to be nominations only and the election of all positions will be formalised at the Town Council's Annual Meeting scheduled for Monday 13th May 2024.</p>
16	<p>Reports from other Meetings To receive a verbal update from meetings as attended.</p>
17	<p>Additional Forthcoming Meetings</p> <p>(a) The Annual Town Meeting of Electors will take place on Monday 8th April 2024 at 7.30pm. All Chairs are reminded to please complete their written reports by 13th March.</p> <p>(b) It is possible a further Parish Meeting will take place on Thursday 28th March 2024 at 7.30pm. At time of issuing this agenda, details of this meeting are to be confirmed.</p>
18	<p>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</p>
19	<p>Date and time of Next Meeting The next meeting is scheduled for Monday 15th April 2024 at 7.30pm in the Town Hall, Saffron Walden.</p>