

The Town 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 10 March 2025** 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

5th March 2025

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 10.02.2025
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. <ul style="list-style-type: none">● Planning and Transport 13.02.2025 (approved minutes)● Planning and Transport 27.02.2025 (draft minutes)● Finance and Establishment 17.02.2025 (draft minutes)● Assets and Services 24.02.2025 (draft minutes)

8	<p>Policies</p> <p>The following policies are recommended for re-adoption with no changes proposed:</p> <ul style="list-style-type: none"> a. Publicity and Media b. Safeguarding
9	<p>Climate Change and Environment Working Group - Quarterly update</p> <p>The Climate Change Action Plan states a quarterly update will be provided to the Full Council meeting. Attached is a report updating council on the CC&E WG progress made in the past quarter for information.</p>
10	<p>Leadership models</p> <p>At the 2024 May Annual (General) Meeting it was resolved to consider future formats and opportunities for the Leadership model.</p> <p>Council is asked to consider the attached report to inform any future leadership model(s). Should a procedure be adopted, the post would be appointed at the Annual (General) Meeting on Monday 12th May 2025.</p>
11	<p>Reports from other Meetings</p> <p>To receive a verbal update from meetings as attended.</p>
12	<p>Additional Forthcoming Meetings</p> <p>To receive details of any forthcoming meetings.</p> <ul style="list-style-type: none"> a. The HMS Lapwing 80th anniversary remembrance service takes place at Close Garden from 2.30pm on Saturday, 22 March.
13	<p>Urgent Information Items</p> <p>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>
14	<p>Date and time of Next Meeting</p> <p>The next meeting is scheduled for Monday 14th April at 7.30pm in The Town Hall.</p> <ul style="list-style-type: none"> a. Council is reminded, the Mayor and Deputy Mayor Nominations are to be submitted to the Proper Officer by 7 April 2025 (being one week prior to the April Full Council meeting).

15	<p>Confidential Item – Exclusion of Press and Public (Part II meeting)</p> <p>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.</p>
16	<p>Staffing Matter</p> <p>Council is asked to consider the attached report detailing options and recommendations.</p>
17	<p>Presentation from interested parties</p> <ul style="list-style-type: none"> a. Council is asked to consider the attached officer report as context to item 17.b, below. b. Council is asked to consider the attached proposal from interested parties, subject to council resolution, representatives will be in attendance for this item.