

ASSET & SERVICES COMMITTEE
SAFFRON WALDEN TOWN COUNCIL

MINUTES of the ASSETS AND SERVICES COMMITTEE MEETING in the Town Hall, Saffron Walden.

Date of meeting: Monday 24th March 2025 at 7.30pm

Present: Councillors Asker, Curits, Freeman, Hawke-Smith, Jones, Parker and Porch.

Officers: Deputy Town Clerk, Operations Manager and Events and Activities Officer

Public: Neil Levy, Senior Youth and Community Worker from Essex County Council

A & S 023-25	Apologies for absence Apologies were received and accepted from Cllrs Abercrombie, Ahmed, Eke and McLellan.
A & S 024-25	Declarations of Interest Cllrs Asker and Freeman declared non-pecuniary interests as District Councillors for Uttlesford District Council.
A & S 025-25	Minutes of the last meeting of the Assets & Services Committee (24.02.2025) The minutes of the 24.02.2025 Assets & Services Committee meeting were accepted as a true and accurate record and signed by the Chair.
A & S 026-25	Public Speaking Time There were no questions or matters arising from the public.
A & S 027-25	<p>Youth Services: Neil Levy, Senior Youth and Community Worker – West Essex Youth Service, Essex County Council</p> <p>Committee received a presentation by Neil Levy from the West Essex Youth Services at Essex County Council, noting:</p> <ol style="list-style-type: none"> a. ECC provides free of charge hire of its venues to youth clubs, groups and organisations. b. Saffron Walden Youth Club attendance has increased with 50 children on some sessions. c. Support is also provided for young careers including respite trips as a group. d. There have been staffing shortages, which has been addressed and a new youth worker is due to attend the Saffron Walden Youth Club in April on a weekly basis. e. Mr Levy is looking to increase the Uttlesford Young Essex Assembly Representatives and the Events and Activities officer would liaise with the schools to share further information. f. Committee thanked Mr Levy for his presentation, noting the benefits of SWTC and ECC working collaboratively. Committee also requested any data, regarding attendees and sessions is circulated with SWTC. g. Mr Levy left the meeting at 7.50pm.

<p>A & S 028-25</p>	<p>VE Day</p> <p>Committee received the officer report noting the following:</p> <ul style="list-style-type: none"> a. Council did not apportion any funding for VE Day or VJ activities in the 2025/26 budget. Following the January Committee meeting, as requested by Committee officers have successfully sought £1200.00 of funding and is also awaiting a grant application outcome. b. National civic protocols will be adhered to (proclamation, beacon lighting) and details will be circulated to council once confirmed. Noting the level of funding and sponsorship received will dictate the magnitude of additional celebrations. c. Committee congratulated and thanked the events and activities officer for seeking the funding and sponsorship received so far. d. The Events and Activities Officer left the meeting at 8pm.
<p>A & S 029-25</p>	<p>Conditioning Surveys: Market Square Fountain (7a) and War Memorial (7b)</p> <p>Committee received the following:</p> <ul style="list-style-type: none"> a. Market Square Fountain Conditioning Survey and officer report b. War Memorial Conditioning Survey and officer report c. It was noted: A quote to conduct cleaning and repair works have been received for both sites and Ward Members Initiative Monies has been received to support the War Memorial costs. d. It was unanimously resolved: To progress with the works, utilising the two quotes received as presented.
<p>A & S 030-25</p>	<p>Rental Charges</p> <p>The following was noted by Committee:</p> <ul style="list-style-type: none"> a. The Internal Auditor's report (presented to the Finance and Establishment committee in March) stated the following: <i>"The annual review of council's fees and charges for hall / room hire, and sport grounds hire fees has yet to be conducted and it is expected that the Assets and Services Committee will be tasked with undertaking such a review in terms of terms of fees, rents and terms and conditions to be applied prior to year-end."</i> b. The hire charges formed an integral part of the 2024/25 budget setting process and likewise for 2025/26, therefore this work is completed. c. The Finance and Establishment Committee will review the grant awarding policy. This committee (A&S) requested the policy review considers: Introduction of a nominal charge to cover any staffing cleaning costs and/or a refundable deposit is charged for those being awarded free of charge venue hire.

<p>A & S 031-25</p>	<p>Catons Lane Car Park – Service Level Agreement</p> <p>Committee noted Council entered into a service level agreement with UDC regarding management and maintenance of the Catons Lane car park (FC 200-23); the Service Level Agreement has now been finalised by UDC.</p>
<p>A & S 032-25</p>	<p>Urgent Information Items</p> <p>Committee noted the Little Walden play area refurbishment is progressing and it is hoped works will be concluded in April.</p>
<p>A & S 033-25</p>	<p>Date and time of Next Meeting</p> <p>Noted as being Monday 28th April at 7.30pm in the Town Hall Saffron Walden</p>

The Chairman closed the meeting at 8.30pm

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