

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 14 April 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

9 April 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 10.03.2025

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 13.03.25 (Approved minutes) • Planning and Transport 27.03.25 (draft minutes) • Finance and Establishment 17.03.25 (draft minutes) • Assets and Services 24.03.25 (draft minutes)
8	<p>Mayor/Deputy Mayor and Leader/Deputy Leader Nominations</p> <p>(a) At the March Full Council meeting the following was resolved (FC 046-25):</p> <ol style="list-style-type: none"> <i>i. Reintroduce the role of leader</i> <i>ii. Introduce the role of deputy leader</i> <i>iii. Introduce leader and deputy leader nominations (inline with the mayoral selection policy) with nominations presented at the April Full Council meeting (these would ordinarily be for presentation at the March Full Council meeting)</i> <i>iv. Noting the posts will be appointed at the May Annual (General) Meeting.</i> <p>In progressing the above, valid nominations have been submitted, and Council is requested to receive and accept the following documents/nominations:</p> <p>(a) Revised Mayor and Leadership Selection Policy, duly amended in enacting the resolution at the March Full Council meeting;</p> <p>(b) Revised Roles of Mayor and Leader Policy (including reference to the role of Deputy Leader) duly amended in enacting the resolution at the March Full Council meeting;</p> <p>(c) Nomination to the position of Town Mayor being: Nomination: Cllr Ahmed Melon Nominated by Cllr Curtis Seconded by Cllr Jones</p> <p>(d) Nomination to the position of Deputy Mayor being: Nomination: Cllr Jeanette Curtis Nominated by Cllr Coote Seconded by Cllr Jones</p> <p>(e) Nomination to the position of Leader being: Nomination: Cllr Richard Freeman Nominated by Cllr Coote Seconded by Cllr Eke</p>

	<p>(f) Nomination to the position of Deputy Leader being: Nomination: Cllr Patrick Hawke-Smith Nominated by Cllr Porch Seconded by Cllr Freeman</p>
9	<p>Financial Regulations and Standing Orders</p> <p>In accordance with the Town Council’s adopted Committee Terms of Reference, amendments to financial regulations and/or standing orders would ordinarily and initially be considered by the F & E Committee, (paragraph 1.4/page 14 of the Council’s “Terms of Reference” applies). Minor changes are required to both documents and in agreement with the Committee Chair, these documents are presented directly to Council for consideration and proposed adoption</p> <p>(a) Financial Regulations</p> <ul style="list-style-type: none"> i. Officers have received the interim internal audit report which was presented to the March Finance and Establishment Committee. The report includes reference to the adopted financial regulations, stating: <i>“Council might wish to note that the Financial Regulations as reviewed and adopted by full Council in September 2024 (FC159-24) still contain a number of generic provisions and are not fully tailored to the council.”</i> ii. Subsequently the National Association of Local Council Financial Regulations model template has been amended (regulations 5.4, 5.7 and 5.11). iii. To that end, attached are the recommended Financial Regulations with amendments in red text. <p>(b) Standing Orders</p> <ul style="list-style-type: none"> i. Acknowledging the updated model Financial Regulations, the model Standing Orders have also been updated to comply with new procurement legislation and ensure consistency with our the Financial Regulations. ii. Attached are the recommended Standing Orders with amendments in red text.
10	<p>Policies</p> <p>Council is requested to receive preliminary advice regarding two new policies, being Mental Health Policy and Neonatal Care Policy. These policies will come forward to a future F & E Committee meeting and as part of any revised Employee Handbook, produced in conjunction with the Council’s appointed HR Advisor.</p> <p>(a) Employer Duty of Care / Mental Health Policy</p> <p>Employers have a common law 'duty of care' towards workers. This means they must do all they reasonably can to support workers' health, safety and wellbeing, including:</p>

	<ul style="list-style-type: none"> • making sure the working environment is safe • protecting staff from discrimination • carrying out risk assessments • Employers must treat mental and physical health as equally important <p>ACAS recommends the adoption of a Mental Health Policy which sets out the best way for workers to raise any concerns they have about their mental health and how managers can respond and support staff with their mental health.</p> <p>An employer should support everyone to follow the mental health policy through</p> <ul style="list-style-type: none"> • sharing the policy regularly across the whole organisation • regularly reviewing it • using it as the basis for any mental health training for managers • including it in any employee induction process <p>(b) Neonatal Care Leave Policy</p> <p>The UK legislation has changed surrounding neonatal care leave for parents, meaning working parents are now entitled to additional time off while their babies are sick in hospital.</p>
11	<p>Priorities</p> <p>To receive the attached priority update, members are specifically requested to review and consider the points as noted within the list on page 1.</p>
12	<p>Reports from other Meetings</p> <p>To receive a verbal update from meetings as attended.</p>
13	<p>Additional Forthcoming Meetings</p> <p>To receive details of any forthcoming meetings</p> <ol style="list-style-type: none"> a. Annual Town Meeting (not a council meeting, a meeting of the electorate) Tuesday 6 May b. VE Day Celebrations, Thursday 8 May (details to be circulated) c. Annual (General) Meeting, Monday 12 May 2025 – followed by the May Full Council meeting. d. Mayor Making, Saturday 24 May
14	<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>

15	<p>Date and time of Next Meeting</p> <p>The next meeting is scheduled for Monday 12th May at 7.00pm in the Town Hall, being the Annual (General) Meeting, this will be followed by the Full Council meeting at 7.30pm or on conclusion of the AGM.</p>
16	<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>
17	<p>Staffing Matter</p> <p>To consider the attached report, being an update on progress since the March 2025 Full Council meeting</p>