

SAFFRON WALDEN TOWN COUNCIL

Minutes of Full Council Meeting

Date of meeting: Monday 14 April 2025 at 7.30pm in the Town Hall Saffron Walden

Present Councillors: Cllrs Abercrombie, Ahmed, Asker, Curtis, de Vries, Eke, Freeman, McLellan, Meloy, Parker

Officers: Town Clerk and Deputy Town Clerk

Public: None present

FC 051-25	Apologies for absence Apologies were received and accepted from Cllrs Coote, Gadd, McBirnie, Reeve, Porch and Shotropa.
FC 052-25	Declarations of Interest Cllrs Ahmed, Asker and Freeman declared generic non-pecuniary interests as District Councillors for Uttlesford District Council (UDC).
FC 053-25	Public Speaking Time There were no questions arising.
FC 054-25	Updates from 3rd parties – for information only (a) ECC County Councillor Report: It was noted that Cllr Gadd provides an update to the Planning & Transport Committee; (b) UDC Councillor Report: No specific issues for reporting
FC 055-25	Mayor's Communications The Mayor reported on recently attended activities, including: (a) The 100 Year Celebration of Saffron Walden Rotary. (b) 80 Year Service for HMS Lapwing, noting the Association has sent their thanks to SWTC. (c) Competitions at RA Butler Primary School and the Saffron Walden Horticultural society. (d) The Mayor congratulated Dave Pledger, SWTC operative for his 20 years service. (e) The Mayor invited everyone to his upcoming fundraising event, a Caleigh in the Town Hall.
FC 056-25	To verify the Minutes of the Town Council meetings The 10.03.2025 Full Council minutes were accepted as a true and accurate record of the meetings and signed by the Mayor.
FC 057-25	To receive the Minutes of the Previous Meetings Council received and noted the minutes from the following Committee meetings: <ul style="list-style-type: none">• Planning and Transport 13.03.25 (Approved minutes)• Planning and Transport 27.03.25 (draft minutes)

	<ul style="list-style-type: none"> • Finance and Establishment 17.03.25 (draft minutes) • Assets and Services 24.03.25 (draft minutes)
FC 058-25	<p>Mayor/Deputy Mayor and Leader/Deputy Leader Nominations 2025/26</p> <p>(a) Revised Mayor and Leadership Selection Policy: It was resolved: To adopt the Mayor and Leadership Selection Policy with amendments, enacting the resolution from the March 2025 Full Council meeting.</p> <p>(b) Revised Roles of Mayor and Leader Policy: It was resolved:</p> <ol style="list-style-type: none"> To adopt the Roles of Mayor and Leader Policy with amendments, enacting the resolution from the March 2025 Full Council meeting. To note queries raised by Cllr Meloy and that he would separately progress these with the Town Clerk, outside of this meeting <p><i>The following nominations were made in accordance with Town Council's Mayor and Leadership Policy:</i></p> <p>(c) Nomination to the position of Town Mayor: Cllr Curtis nominated Cllr Ahmed, seconded by Cllr Jones It was Resolved: To accept this nomination in principle, noting that this remains a matter for final resolution at the May Annual Meeting, scheduled for Monday 12 May 2025.</p> <p>(d) Nomination to the position of Deputy Town Mayor: Cllr Coote nominated Cllr Curtis, seconded by Cllr Jones It was Resolved: To accept this nomination in principle, noting that this remains a matter for final resolution at the May Annual Meeting, scheduled for Monday 12 May 2025.</p> <p>(e) Nomination to the position of Leader Cllr Coote nominated Cllr Freeman, seconded by Cllr Eke It was Resolved: to nominate Cllr Freeman to the position of Leader at the Annual meeting on 12th May 2025</p> <p>(f) Nomination to the position of Deputy Leader Cllr Porch nominated Cllr Hawke-Smith, seconded by Cllr Freeman It was Resolved: to nominate Cllr Hawke-Smith to the position of Deputy Leader at the Annual meeting on 12th May 2025.</p>
FC 059-25	<p>Financial Regulations and Standing Orders</p> <p>Revised policies were presented for consideration, noting these would ordinarily be considered by the F&E Committee but the amendments were minor that for efficiency reasons, the policies are presented directly to Council.</p> <p>It was unanimously Resolved: to adopt the revised Financial Regulations Policy and Standing Orders as presented.</p>

FC 060-25	<p>Policies</p> <p>It was Resolved:</p> <p>To note that future policies around “Employer Duty of Care/Mental Health Policy” and “Neonatal Care Leave Policy” would be presented to a future F&E Committee meeting.</p>
FC 061-25	<p>Priorities</p> <p>Council noted the written update on Council Priorities. Members considered the recommendations noted within the list on page 1, the following was Resolved:</p> <ul style="list-style-type: none"> (a) Rose and Crown Commemorative Plaque - to incorporate this project into the Council’s list of priorities; (b) Little Walden Play Area Refurbishment - to disband the working group, noting the refurbishment project is completed (subject to some snagging works and once finalised an opening event will take place) Council thanked the working group for their efforts; (c) Partnership Working - Saffron Hall / Saffron Screen / UDC To re-affirm the parameters of the funding and partnership working with the stated partners, as detailed within the report; (d) To note the update as per the report presented, adding that the splash park project is reliant on S106 monies and approval from the developer; (e) To note the grants process will be reviewed in 2025 and any future use/free of charge hiring/community use of Town Council owned facilities could form part of this future review; (f) Core Objectives – to re-establish the Council’s core objectives, aligning all priorities to these objectives; this work to be completed by November 2025
FC 062-25	<p>Reports from other Meetings</p> <p>No meetings reported.</p>
FC 063-25	<p>Additional Forthcoming Meetings</p> <ul 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
FC 064-25	<p>Urgent Items</p> <p>No matters raised.</p>
FC 065-25	<p>Date and time of Next meeting(s)</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>

FC 066-25	<p>Confidential Item – Exclusion of Press and Public (Part II meeting)</p> <p>It was Resolved: 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>
FC 067-25	<p>Staffing Matter</p> <p>Cllr Parker proposed a motion to enact Standing Order (SO) 10xv, allowing suspension of a series of SO contained within section 4, this was seconded by Cllr McLellan; the motion was carried.</p> <p>(a) Standing Orders: It was further Resolved to suspend/amend SO as follows:</p> <ul style="list-style-type: none"> (i) 4a – suspend as written, amended to allow Council to enact its right to determine appointment of a sub-Committee (ii) 4d – suspend as written, amended to allow any newly created sub-Committee (as may be agreed) to determine the place, notice requirements and quorum of a meeting (with a stipulation that the quorum will be no less than 3) (iii) 4dxv – suspend as written, amended to allow Council to restate the number of members for any sub-Committee (as may be agreed) (iv) 4dxvi – suspend as written, amended to remove the requirement/expectation that the Mayor and Deputy Mayor are ex-officio members of any sub-Committee (as may be agreed) <p>(b) Creation of a sub-Committee: It was Resolved:</p> <ul style="list-style-type: none"> (i) To establish a sub-Committee to determine matters raised within the confidential report; (ii) To appoint Sub-Committee members as: Cllrs de Vries, Coote, Curtis, McLellan, Parker with a quorum of 3 (noting the revision of SO 4dxvi); (iii) Terms of Reference: To adopt the sub-Committee terms of reference as presented with the agenda papers, with three amendments as agreed.

The Mayor closed the meeting at 10.10pm