

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 12 May 2025** commencing at **7.30pm** (*or later, on conclusion of the preceding Annual Meeting*) 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

7th May 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	<p>To verify the Minutes of the Town Council meetings as follows:</p> <p>Full Council 14.04.2025</p>
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 10.04.2025 (Approved minutes) • Planning and Transport 24.04.2025 (draft minutes) • Finance and Establishment 22.04.25 (draft notes of unquorate meeting) • Assets and Services 28.04.2025 (draft minutes) • F&E Sub Committee 22.04.25 (draft minutes)
8	<p>Matters carried forward from F&E Meeting (unquorate) for determination:</p> <p>The F&E meeting from 22.4.25 was not quorate and whilst a meeting still took place, it is acknowledged that no firm decisions could be reached on behalf of the Council. In that respect, outstanding business is either carried forward to the May 2025 F&E Committee meeting or carried forward to May 2025 Full Council meeting.</p> <p>The following items, being grant requests, are carried forward from the unquorate F&E meeting for Council's consideration:</p> <p>(a) Two-fold grant request from Saffron Walden Initiative (SWI) – Dance in the Square 2025:</p> <p>(i) Monies toward the PA and sound system – SWI requests £1,000. The unquorate meeting suggest a grant of £500</p> <p>(ii) Free of charge Town Hall hire – valued at £910. The unquorate meeting suggests granting of this free of charge hire.</p> <p>(b) Grant request from Hope Community Association - £500 Monies to be used for supporting food purchases for families in need. The unquorate meeting suggests granting of this request for £300</p> <p>2024/25 Grants Budget (balances as at 1.4.25):</p> <p>Small grants scheme £3,000 FOC hall hire £2,500</p> <p>Copies of all grant applications are attached</p>

9	<p>Actual Year End Carry Forwards / Budget 2025/26</p> <p>To review and consider the actual, carry forward figures from the 2024/25 budget into the 2025/26 budget.</p> <p>Council is requested to consider and approve the figures presented, having due regard to the following recommendations below:</p> <p>(a) Recommendation from F&E Committee: 22.04.25</p> <p>Whilst the April F&E meeting was not quorate, the informal meeting suggests adoption of the year end carry forward figures as presented.</p> <p>(b) Recommendation from A&S Committee 28.04.25:</p> <p>The A&S Committee resolved the following, as recorded under Min Ref 041-25:</p> <p>(a) <i>“To recommend to Full Council that year-end carry forward figures of £49,000 are set aside under an EMR allowing for roof repairs to be carried out and that this EMR is set aside subject to:</i></p> <ul style="list-style-type: none"> (i) <i>Exploratory works being undertaken to ascertain the full nature and extent of any existing problems, in order that an informed solution is found</i> (ii) <i>The receipt of any quotes/tenders in respect of works required</i> (iii) <i>That any quotes/tenders be presented back to the A&S Committee for final determination regarding continuance of works</i> <p><i>Note points (i) (ii) and (iii) above may not be known/progressed by 12th May 2025, being the date of the next Full Council meeting”</i></p> <p>Note: at time of issuing this Full Council agenda, items (i) (ii) and (iii) above are being actively progressed.</p>
10	<p>Reports from other Meetings</p> <p>To receive a verbal update from meetings as attended.</p>
11	<p>Additional Forthcoming Meetings</p> <p>To receive details of any forthcoming meetings</p>
12	<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>
13	<p>Date and time of Next Meeting</p> <p>The next meeting is scheduled for Monday 9th June at 7.30pm in The Town Hall.</p>