

## SAFFRON WALDEN TOWN COUNCIL

### Minutes of Full Council Meeting

**Date of meeting:** Monday 12 May 2025 at 7.35pm in the Town Hall Saffron Walden

**Present Councillors:** Cllrs Ahmed (Mayor), Asker, Coote, de Vries, Eke, Freeman, Hawke-Smith, McBirnie, McLellan, Meloy, Parker, Porch and Reeve.

**Officers:** Deputy Town Clerk and Responsible Financial Officer

**Public:** None present

FC 068-25	<b>Apologies for absence</b> Apologies were received and accepted from Cllrs Abercrombie, Curtis, Gadd, Jones and Shotropa.
FC 069-25	<b>Declarations of Interest</b> Cllrs Ahmed, Asker, Coote, Freeman, McBirnie and Reeve declared generic non-pecuniary interests as District Councillors for Uttlesford District Council (UDC).
FC 070-25	<b>Public Speaking Time</b> There were no questions arising.
FC 071-25	<b>Updates from 3<sup>rd</sup> parties – for information only</b> An update was not received from the County Councillor or the District Councillors.  It was noted the recent Planning and Transport Committee meeting (08.05.2025) received a County Councillor report which will be presented to June Full Council, detailing the suspension of the Essex County Council Local Highway Panel.
FC 072-25	<b>Mayor's Communications</b> The newly appointed Mayor noted that he hoped fellow councillors attend the Mayor Making Ceremony.
FC 073-25	<b>To verify the Minutes of the Town Council meetings</b> The 14.04.2025 Full Council minutes were accepted as a true and accurate record of the meetings and signed by the Mayor.
FC 074-25	<b>To receive the Minutes of the Previous Meetings</b> Council received and noted the minutes from the following Committee meetings: <ul style="list-style-type: none"><li>• Planning and Transport 10.04.2025 (Approved minutes)</li><li>• Planning and Transport 24.04.2025 (draft minutes)</li><li>• Finance and Establishment 22.04.25 (draft notes of unquorate meeting)</li><li>• Assets and Services 28.04.2025 (draft minutes)</li><li>• F&amp;E Sub Committee 22.04.25 (draft minutes)</li></ul>
FC 075-25	<b>Matters carried forward from F&amp;E Meeting (unquorate) for determination:</b> Council noted, the 22.04.2025 F&E meeting was not quorate and whilst a meeting still took place, it is acknowledged that no firm decisions could be reached on behalf of

Signed as a true and accurate record .....  
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the Council. In that respect, the outstanding business was carried forward to the May 2025 Full Council meeting, these being two grant requests:

- a. Two-fold grant request from Saffron Walden Initiative (SWI) – Dance in the Square 2025:
  - i. Monies toward the PA and sound system – SWI requests £1,000. The unquorate meeting suggest a grant of £500
  - ii. Free of charge Town Hall hire – valued at £910. The unquorate meeting suggests granting of this free of charge hire.
- b. Grant request from Hope Community Association - £500
  - i. Monies to be used for supporting food purchases for families in need. The unquorate meeting suggests granting of this request for £300

Council discussed the grant requests and the importance of sending apologies and substitute members to ensure quorate council and committee meetings.

It was resolved:

- c. To grant Saffron Walden Initiative with £500 monetary support and free of charge hire of the Town Hall for the Dance in the Square event.
- d. To grant Hope Community Association with £300 monetary support for food purchases for families in need.
- e.

FC 076-25

**Actual Year End Carry Forwards / Budget 2025/26**

Council reviewed and considered the actual, carry forward figures from the 2024/25 budget into the 2025/26 budget. The following was noted:

(a) Recommendation from F&E Committee: 22.04.25

Whilst the April F&E meeting was not quorate, the informal meeting suggests adoption of the year end carry forward figures as presented.

(b) Recommendation from A&S Committee 28.04.25:

The A&S Committee resolved the following, as recorded under Min Ref 041-25:

*“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) *Exploratory works being undertaken to ascertain the full nature and extent of any existing problems, in order that an informed solution is found*
- (ii) *The receipt of any quotes/tenders in respect of works required*
- (iii) *That any quotes/tenders be presented back to the A&S Committee for final determination regarding continuance of works*

*Note points (i) (ii) and (iii) above may not be known/progressed by 12<sup>th</sup> May 2025, being the date of the next Full Council meeting”*

- c. At this time items (i) (ii) and (iii) above are being actively progressed.
- d. The financial reports were presented by the RFO and discussed by Council.

It was unanimously **Resolved:**

- i. To support and agree the presented Carry Forward figures as presented

	ii. In addition to the exploratory works on the roof at no.5, to complete a structural engineer survey report.
FC 077-25	<b>Reports from other Meetings</b> No meetings reported.
FC 078-25	<b>Additional Forthcoming Meetings</b> No meetings reported.
FC 079-25	<b>Urgent Items</b> No matters raised.
FC 080-25	<b>Date and time of Next meeting(s)</b> The Mayor reminded all that the next meeting is scheduled for Monday 9 June 2025 at 7.30pm.

The Mayor closed the meeting at 8.17pm

DRAFT