

The Town Hall  
Market Place  
Saffron Walden  
CB10 1HR



**To: The Mayor and Members of Saffron Walden Town Council**

## **Summons & Agenda**

You are summoned to attend the **ANNUAL MEETING** of the **TOWN COUNCIL** of SAFFRON WALDEN to be held at **The Town Hall, Saffron Walden** on **Monday 12<sup>th</sup> May 2025** commencing at **7.00pm** 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](http://www.saffronwalden.gov.uk). For background papers in relation to this meeting please contact [enquiries@saffronwalden.gov.uk](mailto: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](mailto: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](mailto: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](http://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**

**7 May 2025**

1	<p><b>Election of Town Mayor</b></p> <p>To elect the Town Mayor to serve a term of one year.</p> <p>In accordance with the Town Council's Mayoral and Leadership Selection Policy (last reviewed Full Council April 2025), one valid nomination has been received as follows:</p> <p>Cllr Melon Ahmed, proposed by Cllr Curtis, seconded by Cllr Jones</p> <p>The above is the only valid nomination aligning with policy, and Council is requested to appoint the Town Mayor accordingly (<i>note nominations would ordinarily have been agreed at the March Full Council meeting but were purposefully postponed by Council at that meeting to April 2025</i>).</p>
2	<p><b>Declaration of Acceptance of Office – the Mayor</b></p> <p>For the newly elected Town Mayor to sign their Declaration of Office.</p>
3	<p><b>Apologies for absence</b></p> <p>To receive apologies and consider requests for approved absence</p>
4	<p><b>To receive any Declarations of Interest</b></p> <p>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.</p>
5	<p><b>Mayor to address the Council</b></p> <p>For the newly elected Mayor to address the Council.</p>

6	<p><b>To receive thanks for the retiring Mayor</b></p> <p>To receive thanks for the retiring Mayor.</p>
7	<p><b>Retiring Mayor to reply</b></p> <p>For the retiring Mayor, Cllr Eke to respond.</p>
8	<p><b>Election of Deputy Town Mayor</b></p> <p>To elect the Deputy Town Mayor to serve a term of one year.</p> <p>In accordance with the Town Council’s Mayoral and Leadership Selection Policy (last reviewed Full Council April 2025), one valid nomination has been received as follows:</p> <p>Cllr Jeanette Curtis, proposed by Cllr Coote, seconded by Cllr Jones</p> <p>The above is the only valid nomination aligning with policy, and Council is requested to appoint the Deputy Town Mayor accordingly (<i>note nominations would ordinarily have been agreed at the March Full Council meeting but were purposefully postponed by Council at that meeting to April 2025</i>).</p>
9	<p><b>Declaration of Acceptance of Office – Deputy Mayor</b></p> <p>For the newly elected Deputy Town Mayor to sign their Declaration of Office</p>
10	<p><b>Public Speaking Time</b></p> <p>For the public or press to ask questions of the Council on matters relating to the agenda</p>
11	<p><b>Election of Town Council Leader</b></p> <p>To elect the Town Council Leader to serve a term of one year.</p> <p>In accordance with the Town Council’s Mayoral and Leadership Selection Policy (last reviewed by Full Council April 2025), one valid nomination was received at the April 2025 Full Council meeting as follows:</p> <p>Cllr Richard Freeman nominated by Cllr Coote, seconded by Cllr Eke</p> <p>The above is the only valid nomination aligning with policy, and Council is requested to appoint the Leader accordingly (<i>note the nominations would ordinarily have been agreed at the March Full Council meeting but were purposefully postponed by Council at that meeting to April 2025</i>).</p>

12	<p><b>Election of Town Council Deputy Leader</b></p> <p>To elect the Town Council Deputy Leader to serve a term of one year.</p> <p>In accordance with the Town Council's Mayoral and Leadership Selection Policy (last reviewed by Full Council April 2025), one valid nomination was received at the April 2025 Full Council meeting as follows:</p> <p>Cllr Patrick Hawke-Smith nominated by Cllr Porch, seconded by Cllr Freeman The above is the only valid nomination aligning with policy, and Council is requested to appoint the Deputy Leader accordingly (<i>note nominations would ordinarily have been agreed at the March Full Council meeting but were purposefully postponed by Council at that meeting to April 2025</i>)</p>
13	<p><b>Appointment of Members to Committees</b></p> <p>To consider appointment to the following Committees:</p> <ul style="list-style-type: none"> <li>(a) Assets &amp; Services Committee (A&amp;S)</li> <li>(b) Finance and Establishment Committee (F&amp;E)</li> <li>(c) Planning and Transport Committee (P&amp;T)</li> </ul> <p>In determining Committee membership, Council is requested to:</p> <ul style="list-style-type: none"> <li>(d) Note that the Mayor and Deputy Mayor are both ex-officio members of each Committee, as per Standing Order 4d, xv11 and as detailed in the Council's Mayor/Leader Policy.</li> <li>(e) Note that the Leader and Deputy Leader are not ex-officio members of each Committee, aligning with the Council's Mayoral/Leader policy.</li> <li>(f) Council is requested to reaffirm, or otherwise, that the Leader and Deputy Leader are not ex-officio Committee members. Should Council amend current practices, changes to the Council's Standing Orders and Mayor/Leader Policy will be necessary to reflect the amendment(s)</li> </ul> <p>Several options are available to Council, including but not limited to:</p> <ul style="list-style-type: none"> <li>(i) To make no changes and retain current practices that the Mayor and Deputy Mayor are both ex-officio members of each Committee and that the Leader/Deputy Leader are not ex-officio members</li> <li>(ii) To amend current practices, removing the ex-officio status from the Town Mayor and Deputy Mayor in favour of making the Leader and Deputy Leader ex-officio members of each Committee</li> </ul>

	<p>(iii) To amend current practices, in removing the ex-officio status from the Deputy Town Mayor in favour of making the Leader an ex-officio member of each Committee</p> <p>(iv) Any other combination as may be agreed</p> <p>Overarching policies will be amended as appropriate to reflect any resolution reached.</p> <p>(g) On resolution of (f) above, to consider Committee membership; it is recommended that each Committee has 8-9 Members. The current membership is attached for reference.</p>
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14	<p><b>Standing Orders</b></p> <p>Standing Order4 is currently written as (extracts provided):</p> <p>4D <i>“The Council may appoint standing committees or other committees as may be necessary, and: .....</i></p> <p>4v <i>“shall permit, subject to Standing Orders 4(b) and (c), Members who cannot be present at a Committee meeting to substitute another Councillor to attend in their capacity as a Committee Member, provided such notification is provided to the Proper Officer at least 24 hours in advance of the meeting”</i></p> <p>In ensuring Committee meetings continue to be quorate, and enabling the Deputy Mayor and/or Leader to deputise at short notice for the respective Mayor and/or Leader, the following changes are suggested to Standing Orders:</p> <p>Suggested rewrite as:</p> <p>4D (no changes, retain as) <i>“The Council may appoint standing committees or other committees as may be necessary, and: .....</i></p> <p>4v (proposed amendments as) <i>“shall permit, subject to Standing Orders 4(b) and (c), Members who cannot be present at a Committee meeting to substitute another Councillor to attend in their capacity as a Committee Member, <b>provided any substitution is no greater than 1/3 of the those present”</b></i></p> <p>Suggested revisions are therefore:</p> <p>(a) To delete the requirement for 24 hours’ notice to act as a substitute (for any Councillor)</p> <p>(b) To add in that any substitutions are no more than 1/3 of the Committee members present. So, if there are 4 Councillors present, only 1 can be a sub. Quorum for A&amp;S and F&amp;E = 4. Quorum for P&amp;T = 3, so at least two of them would need to be Committee members. Limiting the number of substitutes at any meeting, ensures there is continuity and experience on the Committee.</p> <p>Overarching policies will be amended as appropriate to reflect any resolution reached.</p>
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15	<p><b>Committee Terms of Reference</b></p> <p>To consider re-adoption of the Committee Terms of Reference, copies of each attached.</p> <ul style="list-style-type: none"> <li>a) Assets &amp; Services (A &amp; S);</li> <li>b) Finance &amp; Establishment (F &amp; E);</li> <li>c) Planning &amp; Transport (P &amp; T)</li> </ul>
16	<p><b>Working Groups (Membership &amp; Terms of Reference)</b></p> <p>Council is requested to note the following details for information purposes only:</p> <ul style="list-style-type: none"> <li>(a) At their respective May Committee meetings, each ‘parent’ Committee will be requested to review the terms of reference of any sub-Committees and/or Working Groups with a view to recommending same to the June FC meeting. The purpose of this process is for each sub-Committee/Working Group to ‘own’ the Terms of Reference, subject to agreement and adoption by Council.</li> <li>(b) To note that proposed membership and terms of reference for any sub-Committees / Working Groups will be presented to the June 2025 Full Council meeting for Council’s consideration.</li> </ul> <p>Membership to existing sub-Committees, Working Groups and the like therefore remains as existing, until the matter is further considered at the June Full Council meeting</p>
17	<p><b>Calendar of future meetings</b></p> <p>To consider the schedule / sequence of proposed meetings. Proposed details as attached.</p>
18	<p><b>To consider representation or work with external bodies and arrangements for reporting back</b></p> <p>Details of 2024/25 representations is attached for reference and Council is requested to consider representation for 2025/26.</p>

19	<p><b>Annual review of policies and practices.</b></p> <p>(a) In accordance with Standing Orders and best practice, it is noted that several policies and procedures are recommended for annual review. The Annual Meeting is requested to note this requirement and that the polices / procedures etc will come forward to the appropriate Committee meetings and/or Full Council meetings in due course and according to the policy review period.</p> <p>(b) Civility and Respect Pledge  In October 2022, Council adopted the Civility and Respect Pledge. Whilst this pledge is not time-bound (unlike other policies which require an annual/regular review) it is appropriate for Council to remind itself of this previous commitment and to consider an annual review/reminder of this pledge. It seems appropriate for this to be reviewed at the Annual Meeting.</p>
20	<p><b>Year-end accounts</b></p> <p>To note that the year-end accounts, including a review of the inventory of land and other assets will be submitted to the June 2025 Full Council as part of the year end procedures.</p>
21	<p><b>Insurance cover</b></p> <p>To note that arrangements for insurance cover will be reviewed in June when the policies become due for renewal.</p>
22	<p><b>Date and time of Next Meeting(s)</b></p> <p>The next Full Council meeting will take place on Monday 10<sup>th</sup> June at 7.30pm in the Town Hall Saffron Walden.</p>