

ASSET & SERVICES COMMITTEE
SAFFRON WALDEN TOWN COUNCIL

MINUTES of the ASSETS AND SERVICES COMMITTEE MEETING in the Town Hall, Saffron Walden.

Date of meeting: Monday 28th April 2025 at 7.30pm

Present: Councillors Asker, Curtis, Eke, Freeman, Hawke-Smith (Chair), Jones, McLellan and Porch.

Officers: Town Clerk, Operations Manager

A & S 034-25	Apologies for absence Apologies were received and accepted from Cllr Parker. Apologies were assumed from Cllrs Abercrombie and Ahmed.
A & S 035-25	Declarations of Interest Cllrs Asker and Freeman declared non-pecuniary interests as District Councillors for Uttlesford District Council. Cllr Porch declared non-pecuniary interests as a Trustee of the Youth Outreach Partnership (for Min Ref A&S 038-25) and Chair of the Youth Initiative Working Group (YIWG) (for Min Ref A&S 039-25)
A & S 036-25	Minutes of the last meeting of the Assets & Services Committee (24.03.2025) The minutes of the 24.03.2025 Assets & Services Committee meeting were accepted as a true and accurate record and signed by the Chair, following amendments as per: <ul style="list-style-type: none"> (a) Amend Cllr Curtis name (incorrectly spelt in 'present') (b) Add "Chair" after Cllr Hawke-Smith (in 'present')
A & S 037-25	Public Speaking Time There were no questions or matters arising from the public.
A & S 038-25	Youth Services Level Agreement (SLA) with the Youth Outreach Partnership (YOP) It was Resolved: <ul style="list-style-type: none"> (a) To note the end of year report from YOP; (b) To note the copy of the youth survey consultation (c) To note that Officers will use the reports to work further with the YOP, and that the information from both reports will be used to inform any future KPIs/SLA with the YOP
A & S 039-25	A&S Youth Grant Application from Enterprise East CiC Committee discussed the funding application, noting the Committee was authorised to determine this application in accordance with the Council's grants policy; this included using discretionary powers to award the grant in excess of the Council's ordinary grants policy (aligning with discretion utilised by the F&E Committee in determining grants), provided such discretion did not exceed the total available budget of £4,000.

	<p>The Clerk advised that whilst the YIWG had not formally met to advise on the application, the Chair and a senior youth worker both supported the funding application.</p> <p>It was Resolved:</p> <p>To award funding for a total of £1,000 provided the grant monies were used for the purposes as provided within the grant application.</p>
A & S 040-25	<p>VE Day Arrangements</p> <p>It was Resolved:</p> <ul style="list-style-type: none"> (a) To note arrangements already in hand (b) To note that UDC funding was confirmed on Friday 25.04.25, therefore event planning is still in preparation given the lateness of funding confirmation. It was noted that further details will be provided to all Councillors once arrangements are confirmed. (c) To support additional VE Day arrangements and to thank Officers for seeking 3rd party funding.
A & S 041-25	<p>No 5 – Flat Roof Repairs</p> <p>The Operations Manager spoke further to the report, it was unanimously Resolved:</p> <ul style="list-style-type: none"> (a) To receive and note the report as presented. (b) 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: <ul style="list-style-type: none"> (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 <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>
A & S 042-25	<p>Urgent Information Items</p> <p>Cllr Asker asked if there are any known road closures for national bike races/rides in 2025; Officers advised that none are known, save for the SW Triathlon scheduled for Sunday 5th May 2025.</p> <p>Cllr Eke reported on vandalism at the mini maze by Swan Meadow car park; it was noted this was a UDC asset.</p>
A & S 043-25	<p>Date and time of Next Meeting</p> <p>Noted as being Monday 27th May at 7.30pm in the Town Hall Saffron Walden</p>

The Chairman closed the meeting at 8.50pm