

SAFFRON WALDEN TOWN COUNCIL

Minutes of Full Council Meeting

Date of meeting: Monday 13th May 2024 at 8.05pm (after closure of the Annual Meeting)

Present Councillors: Abercrombie, Ahmed, Asker, Coote, Curtis, de Vries, Eke (Mayor), Freeman, Hawke-Smith, McLellan, Meloy, Porch, Reeve and Shotropa.

Officers: Lisa Courtney (Town Clerk), Terry Frostick (Operations Manager), David Broomfield (Responsible Financial Officer) and Georgia Arnold (Deputy Town Clerk).

Public: None present

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| FC 086-24 | Apologies for absence Apologies were received and accepted from Councillors Gadd, Jones and McBirnie. |
| FC 087-24 | Declarations of Interest Cllrs Ahmed, Asker, Coote, Freeman and Reeve declared a generic non-pecuniary interest as members of Uttlesford District Council. |
| FC 088-24 | Public Speaking Time - There were no questions arising. |
| FC 089-24 | Updates from 3rd parties – for information only (a) Essex County Councillor, Cllr Gadd, was not present, therefore no update was available. (b) District Councillor Coote advised of the following: (i) Works to Parkside Housing have been delayed and the longer-term future of the site is yet to be determined by UDC. There had been an intent to borrow money (secured against existing portfolio) but this was no longer possible. (ii) He would like council to progress with preparation of a report identifying all of the potholes in Saffron Walden and requested Officers to review implementation of this. |
| FC 090-24 | Mayor's Communications The newly elected Mayor thanked Council for their support and hopes a full update on activities will be presented at a future meeting. |
| FC 091-24 | To verify the Minutes of the Town Council meetings The 15.04.2024 Full Council minutes were accepted as a true and accurate record of the meetings and signed by the Mayor. |

Signed as a true and accurate record
Minutes of Full Council Meeting May 2024

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| FC 092-24 | <p>To receive the Minutes of Committee Meetings</p> <p>Council received and noted the minutes from the following Committee meetings:</p> <ul style="list-style-type: none"> • Planning and Transport 11.04.2024 (approved) • Planning and Transport 25.04.2024 (draft) • Finance and Establishment 22.04.2024 (draft) • Assets and Services 29.04.2024 (draft) • |
| FC 093-24 | <p>Actual Year End Carry Forwards / Budget 2024/25</p> <p>The RFO presented the carry forward figures to Council, as recommended by the finance committee.</p> <p>It was unanimously Resolved:</p> <p>To adopt the proposed carry forward figures.</p> |
| FC 094-24 | <p>Accounts and Accounting Statements</p> <p>Council received and noted the following financial reports:</p> <p>(a) Receipts and payments for 4th quarter</p> <p>(b) Aggregate receipts and payments year to date (30 April 2024)</p> <p>(c) Balances held at the end of the current quarter (30 April 2024)</p> |
| FC 095-24 | <p>Income Streams from use of Town Council Assets</p> <p>The RFO presented the written report detailing the increased income for SWTC during 2023/24 borne from a concerted and persisted activity in promoting hirings and use of Town Council assets. Council passed on their thanks to officers for their ongoing efforts.</p> |
| FC 096-24 | <p>SWTC Storage Radwinter Road</p> <p>The Operations Manager spoke further to details contained within the agenda, advising the following:</p> <ol style="list-style-type: none"> a) The SWTC planning application (UTT/24/0199/FUL) to erect a storage unit at Radiwnter Road has been approved by the District Council. b) A full costings report will be presented to Council at the June meeting detailing recommended virement of monies where required within ear-marked reserves. (As agreed by the Assets and Services Committee, minute A&S 144-23.) c) To reduce the costs of the project SWTC will manage the project, utilising its own staff to undertake the preliminary works where appropriate and / or working alongside a local trusted contractor. d) The dedicated ear-marked reserve (storage depot, 9340) will be utilised in the first instance, to allow construction up to floor level. <p>It was unanimously Resolved:</p> <p>To support continuation of the project.</p> |

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| FC 097-24 | Reports from other Meetings - No meetings reported. |
| FC 098-24 | <p>Additional Forthcoming Meetings</p> <p>The following meetings were noted:</p> <p>(a) D-Day Celebrations on 6th June 2024 – all were requested to confirm availability and attendance to the Events Officer;</p> <p>(b) Jubilee Hub Official Opening Ceremony on 21st May 2024</p> |
| FC 099-24 | <p>Urgent Items</p> <p>Cllr Coote noted that Greggs would be opening later that week, flats would be available to let imminently and a full report detailing progress, containing financial information would be presented to the June Full Council meeting.</p> <p>Cllr Asker noted the high quality of works carried out Nos 3 and 5 Market Place, commending Greggs for their sympathetic internal and external redecoration works.</p> |
| FC 100-24 | <p>Date and time of Next meeting(s)</p> <p>The Mayor reminded all that the next meeting is scheduled for 10 June 2024 at 7.30pm; which will include presentations from Essex Police and the Almshouses.</p> |

The Mayor closed the meeting at 8.40pm