

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 15th April 2024** commencing at **7.30pm** 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

10th April 2024

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	To verify the Minutes of the Town Council meetings as follows: Full Council 11.03.2024 Full Council (extraordinary meeting) 25.03.2024

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 14.03.2024 (Approved minutes) • Planning and Transport 28.03.2024 (draft minutes) • Finance and Establishment 18.03.2024 (draft minutes) • Assets and Service 25.03.2024 (draft minutes)
8	<p>Former Council Chamber Furniture</p> <p>In accordance with best practice and advice from the National Association of Local Councils, Council is requested to consider the motion as proposed, seconded and agreed at the Parish Meeting on Monday 8th April 2024. The motion agreed at the Parish meeting and now subsequently for discussion at the Full Council meeting is as follows:</p> <p><i>“that the civic furniture currently in store is restored in its rightful place in the Council Chamber”</i></p> <p>Further details are as attached being a report and background papers on this matter.</p>
9	<p>Number 5 Market Street (former Natwest Bank)</p> <p>Council is asked to note the completed refurbishment of the former Natwest Bank. The building will be occupied as follows:</p> <ol style="list-style-type: none"> a) Ground floor retail let. b) First-floor, SWTC offices. c) 2nd floor, 2 x flats. d) 3rd floor, 1 x attic flat. <p>The purchase, repair, refurbishment and modernisation of the former Nat West building has been a monumental project and not one which Town/Parish Councils enter into very often.</p> <p>Staff and Councillors have jointly worked together in this considerable project; the Operations Team have worked tirelessly alongside contractors in completing the work and thanks are passed to them for their continued efforts.</p> <p>A full analysis report with financial information and projections will be presented to a future Full Council meeting.</p>

10	<p>Increasing Awareness of Roles and Responsibilities</p> <p>As part of the Council’s continued improvement programme, it is proposed to introduce a ‘buddy’ system where Councillors and staff spend time together learning one another’s role/responsibilities. It is anticipated this would be on a 1-2-1 basis, with each session lasting 2-3 hours.</p> <p>Council to consider implementation of this programme, with a view to commencing in June 2024 following the Annual Meeting (at which committee membership is determined).</p>
11	<p>By-Election for Castle Ward</p> <p>To note that a valid request has been made by the local electorate, for a by-election in Castle Ward, following the resignation of former Cllr Kirstie Frost.</p> <p>Subject to the election being contested (ie more than one candidate being nominated to stand), Council is requested to consider / note the following:</p> <ul style="list-style-type: none"> (a) SWTC will meet 100% of the election cost, anticipated at approximately £5,000 (TBC). This cost will be met from the existing EMR budget for election costs, with a current balance of £7,600. In order to ensure balances are available for the next full Town Council election in May 2027 (budget year 2027/28), Council will be required to set aside a total of £20,000/3 years = £6,666 pa. Note this assumes no further by-elections during the current term of office (to May 2027). (b) SWTC should promote and advertise the vacancy both online and via noticeboards, press releases etc. (c) SWTC will follow all legislative requirements regarding advertisement, promotion and management of the elections process (note UDC is the Election Body) (d) There will be three polling stations at Little Walden Village Hall, Community Church in Castle Street and Committee Room, Town Hall (e) To receive the attached being a timetable for the election process (f) In order to reduce the election cost, it is suggested that polling cards are not provided. Details for any cost savings are awaited and will be provided at the meeting if available. Members may wish to note that polling cards are a deemed an effective means of keeping the electorate informed of the vacancy and the absence of them will require additional advertising and promotion of the vacancy. <p>Where the poll for a Parish vacancy is not combined with another poll, poll cards are issued at the discretion of the parish councils. Rule 25 of the Local Elections (Parishes and Communities) (England and Wales) Rules 2006 as amended by Rule 2 (2), Local Elections (Parishes and Communities) (England and Wales) (Amendment) Rules 2015 requires the parish council to notify the Returning Officer of the required action</p> <p>In the event that the election is not contested, the nominated person would be duly elected to SWTC.</p>

	<p>Council is requested to:</p> <p>(a) Note the above information and</p> <p>(b) Determine if polling cards are to be requested for this by-election.</p>
12	<p>Tourist Information Centre Working Group</p> <p>(a) To determine whether Cllrs Asker and de Vries are formally added to the working group; both have regularly attended WG meetings since November 2023.</p> <p>(b) To consider and approve the terms of reference as attached.</p>
13	<p>Reports from other Meetings</p> <p>To receive a verbal update from meetings as attended.</p>
14	<p>Additional Forthcoming Meetings - To receive details of any forthcoming meetings</p>
15	<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>
16	<p>Date and time of Next Meeting</p> <p>The next meeting is scheduled for Monday 13th May at 7.00pm in the Town Hall Saffron Walden – being the Annual (General) Meeting. Past Councillors have been invited to mark the 50th anniversary of the Council.</p> <p>Full Council will follow afterwards at 7.30pm (or after closure of the AGM).</p>
17	<p>Confidential Item – Exclusion of Press and Public (Part II meeting)</p> <p>To resolve that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.</p> <p><i>This item is confidential because it involves details of employee contracts, publishing this information would breach data protection and GDPR matters.</i></p>

18	<p>Tourist Information Centre Update Report</p> <p>To receive an update report on the work of the TIC WG and to receive minutes from their meetings held in March and April 2024.</p> <p>Resolution from the February FC meeting is included below for information and is recorded under Min Ref FC 041-24b; “At the January 2023 meeting, Council focused the remit of the working group on potential and further cost savings on the TIC service”</p> <p>In progressing the Council’s resolution from February 2024, the WG makes a series of recommendations and these are given in the WG minutes and further in the attached report.</p> <p>Council is requested to consider the recommendations as included in the attached report.</p>
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