

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 13<sup>th</sup> May 2024** commencing at **7.30pm** (or later, on conclusion of the preceding Annual Meeting) 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**

8 May 2024

1	<b>Apologies for absence</b> To receive apologies and consider requests for approved absence
2	<b>To receive any Declarations of Interest</b> 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	<b>Public Speaking Time</b> For the public or press to ask questions of the Council on matters relating to the agenda.
4	<b>Updates from 3<sup>rd</sup> parties – for information only</b> (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	<b>Mayor's Communications</b> To receive a verbal update from the Town Mayor
6	<b>To verify the Minutes of the Town Council meetings as follows:</b> Full Council 15.04.2024

7	<p><b>To receive Minutes from Committee meetings as follows:</b></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"> <li>• Planning and Transport 11.04.2024 (Approved minutes)</li> <li>• Planning and Transport 25.04.2024 (draft minutes)</li> <li>• Finance and Establishment 22.04.2024 (draft minutes)</li> <li>• Assets and Services 29.04.2024 (draft minutes)</li> </ul>
8	<p><b>Actual Year End Carry Forwards / Budget 2024/25</b></p> <p>To review and consider the actual, carry forward figures from the 2023/24 budget into the 2024/25 budget. Council is requested to approve the figures as presented, as recommended by the Finance and Establishment Committee.</p>
9	<p><b>Accounts and Accounting Statements</b></p> <p>In accordance with Standing Orders, each Councillor is to be supplied with the following documents as attached:</p> <ul style="list-style-type: none"> <li>a) Receipts and payments for 4<sup>th</sup> quarter</li> <li>b) Aggregate receipts and payments year to date (30 April 2024)</li> <li>c) Balances held at the end of the current quarter (30 April 2024)</li> </ul> <p>Council is requested to receive and note details as attached. These details are already currently provided on a monthly basis to the Finance &amp; Establishment Committee</p>
10	<p><b>Income Streams from use of Town Council Assets</b></p> <p>To note the written report as attached, detailing SWTC income streams.</p>
11	<p><b>SWTC Storage Radwinter Road</b></p> <p>Council is asked to note and consider the following:</p> <ul style="list-style-type: none"> <li>a) The SWTC planning application (UTT/24/0199/FUL) to erect a storage unit at Radwinter Road has been approved by the District Council.</li> <li>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&amp;S 144-23.)</li> <li>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.</li> <li>d) The dedicated ear-marked reserve (storage depot, 9340) will be utilised in the first instance, to allow construction up to floor level.</li> <li>e) It is recommended SWTC approves continuation of this project and notes the above updates (a-d).</li> </ul>

12	<p><b>Reports from other Meetings</b></p> <p>To receive a verbal update from meetings as attended.</p>
13	<p><b>Additional Forthcoming Meetings</b></p> <p>To receive details of any forthcoming meetings</p>
14	<p><b>Urgent Information Items</b></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>
15	<p><b>Date and time of Next Meeting</b></p> <p>The next meeting is scheduled for 10 June 2024 at 7.30pm in the Town Hall, Saffron Walden.</p> <p>Note the June meeting includes:</p> <ul style="list-style-type: none"> <li>(a) Presentation and update from Essex Police</li> <li>(b) Presentation and update from the Almshouses on their proposed redevelopment plans</li> </ul>