

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 8th July 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

3rd July 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 10.06.2024

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 13.06.2024 (Approved minutes) • Planning and Transport 27.06.2024 (draft minutes) • Finance and Establishment 17.06.2024 (draft minutes) • Assets and Services 24.06.2024 (draft minutes)
8	<p>Little Walden and Castle Ward Election</p> <p>Council is asked to welcome and note Cllr Cherry Parker has been successfully elected as ward member of Little Walden and Castle Ward.</p> <p>Cllr Parker has signed and returned her acceptance of office and is due to attend all July committee meetings; at the September Council meeting Council will be asked to appoint her committee and working group membership.</p>
9	<p>Events and Bookings Update</p> <p>SWTC events and bookings officers will be in attendance to provide a presentation on the works and activities carried out in 2024 and future.</p>
10	<p>Splash Park Recommendation and Strategic Public Open Space S106 monies</p> <p>The June A&S Committee considered the attached reports, being findings from the splash park working group and consideration in how to spend the Strategic POS S106 monies.</p> <p>In considering the reports the A&S committee made the following recommendation to full council (extract June A&S draft minutes):</p> <p style="padding-left: 40px;"><i>It was resolved to recommend to July Full Council:</i></p> <ol style="list-style-type: none"> a) <i>To prepare a project plan, seeking approval from the developer to use the strategic S106 monies to fund the splash park project (as considered in agenda item 6).</i> b) <i>To install a splash park in Saffron Walden, noting the current proposed location is neighbouring the skate park (subject to receipt of the S106 monies and approval from UDC as the current landowner).</i> <p>Council is therefore asked to consider the attached reports and the A&S Recommendations to determine how to proceed.</p>

11	<p>Financial Administration for the year ending 2024/25</p> <p>Council is asked to approve the following, as recommended by June Finance Committee, relating to financial administration and management for 2024/25:</p> <ul style="list-style-type: none"> a) Internal Auditor's scope of works 2024/25, seeking appointment of the internal auditor b) Risk Assessments 2024/25 c) Internal Control Measures for 2024/25
12	<p>Tourism, Culture and Heritage Workshop - 25/07/2024</p> <p>In promoting the importance of tourism to the arts, culture and the town's economy, SWTC has organised a workshop, hosted by Cultural Engine. This workshop aims to refocus minds on the bigger picture relating to tourism, culture and heritage, this within the context of an ongoing review of the TIC services.</p> <p>Council is requested to note these details, for a workshop scheduled for Thursday 25th July 2024, starting at 6pm, in the Town Hall (room tbc) and lasting approximately 2-3 hours. Members are invited to this workshop and requested to confirm attendance. Other partners and agencies have also been invited to attend.</p>
13	<p>Biodiversity Statements</p> <p>Attached are prepared SWTC Biodiversity statements, recommended for adoption by the Climate Change and Environment Working Group.</p>
14	<p>Policies</p> <p>Attached are the propped policies for re-adoption.</p> <ul style="list-style-type: none"> a. Health and Safety b. Environmental
15	<p>Town Hall Works</p> <p>To receive a verbal update on works required to the Town Hall.</p>
16	<p>Reports from other Meetings</p> <p>To receive a verbal update from meetings as attended.</p>

17	<p>Additional Forthcoming Meetings</p> <p>To receive details of any forthcoming meetings</p> <p>a. Thursday 1st August at 8.30am - Staff and councillor informal meet up, Town Hall Saffron Walden. To provide an opportunity for new staff and councillors to meet one another.</p>
18	<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>
19	<p>Date and time of Next Meeting</p> <p>The next meeting is scheduled for 9 September 2024 at 7.30pm in the Town Hall Saffron Walden. (Note no August meeting).</p>