

**SAFFRON WALDEN TOWN COUNCIL**

**Minutes of Full Council Meeting**

**Date of meeting:** Monday 10 March 2025 at 7.30pm in the Town Hall Saffron Walden

**Present Councillors:** Cllrs Ahmed (at 7.32pm), Asker (at 7.32pm), Coote, Curtis, Eke (Mayor), Freeman, Hawke-Smith, Jones, McLellan, Meloy, Parker (at 7.33pm), Reeve and Shotropa.

**Officers:** Deputy Town Clerk and Responsible Financial Officer (RFO) (until minute reference FC 036-25).

**Public:** Two representatives regarding agenda item 17, presentation from a third party, the representatives were in attendance for minute reference FC 037-25 only.

FC 032-25	<p><b>Apologies for absence</b></p> <p>Apologies were received and accepted from Cllrs Abercrombie, de Vries, Gadd, McBirnie and Porph.</p>
FC 033-25	<p><b>Declarations of Interest</b></p> <p>Cllrs Ahmed, Asker, Coote, Freeman and Reeve declared generic non-pecuniary interests as District Councillors for Uttlesford District Council (UDC).</p>
FC 034-25	<p><b>Confidential Item – Exclusion of Press and Public (Part II meeting)</b></p> <p>It was resolved 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>Cllr Ahmed, Asker and Parker arrived.</p>
FC 035-25	<p><b>Staffing Matter</b></p> <p>Council received the officer report, detailing the situation with options and recommendations, which was considered and discussed by members.</p> <p>It was resolved to ringfence the total monies specified within the report. The different types of progression would be resolved at a future meeting.</p>
FC 036-25	<p>The RFO left the meeting.</p> <p>It was resolved the third party representatives would confidentially provide their presentation.</p>
FC 037-25	<p><b>Presentation from interested parties</b></p> <ol style="list-style-type: none"><li>a. Council received the written officer report as context to the third party presentation.</li><li>b. Council received and discussed the proposal and presentation from the third party.</li><li>c. It was resolved to support the proposal and progress with the opportunity (option b within the officer report).</li><li>d. The representatives left the meeting.</li></ol>

FC 038-25	It was resolved to close part II, the confidential part of the meeting and to revert back to the public meeting.
FC 039-25	<b>Public Speaking Time</b> There were no questions arising.
FC 040-25	<b>Updates from 3<sup>rd</sup> parties – for information only</b>  (a) A written update was not received from Cllr P Gadd as the Essex County Councillor. (b) An update was not received from UDC Councillors on any matters which may be particularly pertinent to Saffron Walden.
FC 041-25	<b>Mayor's Communications</b>  The Mayor noted his fundraising quiz night was a success, raising over £900, in addition he recently visited the Radwinter Road Care Home and the High Sheriff Awards.
FC 042-25	<b>To verify the Minutes of the Town Council meetings</b>  The 10.02.2025 Full Council minutes were accepted as a true and accurate record of the meetings with the addition of names under minute reference FC 017-25.
FC 043-25	<b>To receive the Minutes of the Previous Meetings</b>  Council received and noted the minutes from the following Committee meetings: <ul style="list-style-type: none"> <li>• Planning and Transport 13.02.2025 (approved minutes)</li> <li>• Planning and Transport 27.02.2025 (draft minutes)</li> <li>• Finance and Establishment 17.02.2025 (draft minutes)</li> <li>• Assets and Services 24.02.2025 (draft minutes)</li> </ul>
FC 044-25	<b>Policies</b>  The following policies were re-adopted: <ol style="list-style-type: none"> <li>a. Publicity and Media – no changes</li> <li>b. Safeguarding – with one change, to name the Town Clerk the 'Safeguarding Lead', the policy had read as 'first point of contact'.</li> </ol>
FC 045-25	<b>Climate Change and Environment Working Group - Quarterly update</b>  Council received and noted the quarterly officer written update, presented by the CC&E WG Chair Cllr Hawke-Smith who thanked officers for the progress made.

FC 046-25	<p><b>Leadership models</b></p> <p>Council noted at the 2024 May Annual (General) Meeting it was resolved to consider future formats and opportunities for the Leadership model. Council received the written report and it was resolved to:</p> <ol style="list-style-type: none"> <li>a. Reintroduce the role of leader</li> <li>b. Introduce the role of deputy leader</li> <li>c. Introduce leader and deputy leader nominations (inline with the mayoral selection policy) with nominations presented at the April Full Council meeting.</li> <li>d. The posts will be appointed at the May Annual (General) Meeting.</li> </ol>
FC 047-25	<p><b>Reports from other Meetings</b></p> <p>No meetings reported.</p>
FC 048-25	<p><b>Additional Forthcoming Meetings</b></p> <p>Council noted the HMS Lapwing 80<sup>th</sup> anniversary remembrance service takes place at Close Garden from 2.30pm on Saturday, 22 March.</p>
FC 049-25	<p><b>Urgent Items</b></p> <p>No matters raised.</p>
FC 050-25	<p><b>Date and time of Next meeting(s)</b></p> <p>The Mayor reminded all that the next meeting is scheduled for Monday 14<sup>th</sup> April at 7.30pm in The Town Hall and the Mayor, Deputy Mayor, Leader and Deputy Leader Nominations are to be submitted to the Proper Officer by 7 April 2025 (being one week prior to the April Full Council meeting).</p>

The Mayor closed the meeting at 9.10pm