ASSET & SERVICES COMMITTEE
SAFFRON WALDEN TOWN COUNCIL

MINUTES of the ASSETS AND SERVICES COMMITTEE MEETING in the Town Hall, Saffron Walden.

Date of meeting: Monday 27 April 2026 at 7.30pm

Present: Councillors Asker, Ahmed, Curtis, Freeman, Porch (Porch) and Reeve

Officers: Deputy Town Clerk and Operations Manager

A & S 039-26	**Apologies for absence** Apologies were received and accepted from Cllrs Abercrombie and Jones. Absent Cllr Shotropa.
A & S 040-26	**Declarations of Interest** Cllrs Asker, Ahmed, Freeman and Reeve declared non-pecuniary interests as District Councillors for Uttlesford District Council
A & S 041-26	**Minutes of the last meeting of the Assets & Services Committee 23.03.2026** The minutes of the 23.03.2026 Assets & Services Committee meeting were accepted as a true and accurate record and signed by the Chair.
A & S 042-26	**Public Speaking Time** There were no questions or matters arising from the public
A & S 043-26	**Prevent Duty Update** Council noted at the October 2025 Assets and Services meeting, it was agreed to incorporate the Prevent Duty of Care questions to our bookings procedure. The attached written update regarding the impact of this new process was received and noted.
A & S 044-26	**Testimonials / Feedback** Committee received and noted the feedback from hirers and the Police as detailed on the agenda.
A & S 045-26	**Gym Training – Common Gym Equipment** Committee received the written report regarding the six month trail partnership for delivery of gym sessions at the Common gym equipment, members noted their support for the proposal.

DRAFT

A & S 046-26	**Lime Avenue Changing Room Facilities** Committee received and considered the written report, detailing the proposal to purchase of the above units, before the lease expires in February 2027. **Committee unanimously resolved:** a. To purchase the units as proposed utilising the monies within EMR 9070 (Lime Avenue Pavillion) in April 2026. b. To that end, to retrospectively notify Council at its May meeting. (This was further endorsed by the Mayor, Committee Chair, Deputy Mayor and Deputy Committee Chair all of whom were present – aligning with the Committee Terms of Reference.) c. To appoint Tees solicitors to undertake the necessary legal paperwork and due diligence to terminate the current hire agreement for a fixed fee of £500 plus any reasonable disbursements.
A & S 047-26	**Urgent Information Items** There were no matters arising
A & S 048-26	**Date and time of Next Meeting** Noted as **Tuesday** 26 May at 7.30pm in the Town Hall, Saffron Walden

The Chairman closed the meeting at 8pm

DRAFT