

The Town Hall
Market Place
Saffron Walden
CB10 1HR



To: The Mayor and Members of Saffron Walden Town Council

Summons & Agenda

You are summoned to attend the **ANNUAL MEETING** of the **TOWN COUNCIL** of SAFFRON WALDEN to be held at **The Town Hall, Saffron Walden** on **Tuesday 12th May 2026** commencing at **7.00pm** 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

6 May 2026

1	<p>Election of Town Mayor</p> <p>To elect the Town Mayor to serve a term of one year.</p> <p>In accordance with the Town Council's Mayoral and Leadership Selection Policy (last reviewed Full Council February 2026 and readopted with no amendments), one valid nomination has been received as follows:</p> <p>Cllr Jeanette Curtis, proposed by Cllr Coote, seconded by Cllr Freeman</p> <p>The above is the only valid nomination aligning with policy, and Council is requested to appoint the Town Mayor accordingly</p>
2	<p>Declaration of Acceptance of Office – the Mayor</p> <p>For the newly elected Town Mayor to sign their Declaration of Office.</p>
3	<p>Newly Elected Town Councillor for Audley Ward</p> <p>Following the Saffron Walden Audley Ward By-Election (7 May 2026), Council is asked to welcome the successfully elected member of Audley Ward.</p> <p>The elected Cllr will sign and return their acceptance of office prior to this Full Council meeting (12 May), allowing participation in Full Council meetings.</p> <p>The newly elected Councillor adopts full voting rights with immediate effect (subject to signing their acceptance of office) and may participate in this Annual Meeting and the subsequent Full Council meeting.</p> <p>It is recommended they adopt visitor status for May Committee meetings, with no entitlement to vote at Committee meetings. At the June 2026 Council meeting, Council will be asked to appoint the newly elected Councillor to committee and working group membership</p>
4	<p>Apologies for absence</p> <p>To receive apologies and consider requests for approved absence</p>

5	<p>To receive any Declarations of Interest</p> <p>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.</p>
6	<p>Mayor to address the Council</p> <p>For the newly elected Mayor to address the Council.</p>
7	<p>To receive thanks for the retiring Mayor</p> <p>To receive thanks for the retiring Mayor, Cllr Ahmed</p>
8	<p>Retiring Mayor to reply</p> <p>For the retiring Mayor, Cllr Ahmed to respond.</p>
9	<p>Election of Deputy Town Mayor</p> <p>To elect the Deputy Town Mayor to serve a term of one year.</p> <p>In accordance with the Town Council's Mayoral and Leadership Selection Policy (last reviewed Full Council February 2026 and readopted with no amendments), one valid nomination has been received as follows:</p> <p>Cllr Lucy Abercrombie, proposed by Cllr Eke, seconded by Cllr Porch</p> <p>The above is the only valid nomination aligning with policy, and Council is requested to appoint the Deputy Town Mayor accordingly</p>
10	<p>Declaration of Acceptance of Office – Deputy Mayor</p> <p>For the newly elected Deputy Town Mayor to sign their Declaration of Office</p>
11	<p>Public Speaking Time</p> <p>For the public or press to ask questions of the Council on matters relating to the agenda</p>
12	<p>Election of Town Council Leader</p> <p>To elect the Town Council Leader to serve a term of one year.</p> <p>In accordance with the Town Council's Mayoral and Leadership Selection Policy (last reviewed by Full Council February 2026 and readopted with no amendments) one valid nomination was received at the March 2026 Full Council meeting as follows:</p> <p>Cllr Richard Freeman nominated by Cllr Coote, seconded by Cllr Eke</p>

	<p>The above is the only valid nomination aligning with policy, and Council is requested to appoint the Leader accordingly</p>
<p>13</p>	<p>Election of Town Council Deputy Leader</p> <p>To elect the Town Council Deputy Leader to serve a term of one year.</p> <p>In accordance with the Town Council’s Mayoral and Leadership Selection Policy (last reviewed by Full Council February 2026 and readopted with no amendments) one valid nomination was received at the March 2026 Full Council meeting as follows:</p> <p>Cllr Patrick Hawke-Smith nominated by Cllr Porch, seconded by Cllr Freeman</p> <p>The above is the only valid nomination aligning with policy, and Council is requested to appoint the Deputy Leader accordingly</p>
<p>14</p>	<p>Appointment of Members to Committees</p> <p>To consider appointment to the following Committees, with membership to each of 8-9 Members. The current membership is attached for reference.</p> <ul style="list-style-type: none"> (a) Assets & Services Committee (A&S) (b) Finance & Establishment Committee (F&E) (c) Planning & Transport Committee (P&T) (d) Finance & Establishment Sub-Committee (Budget Setting 2027-28) (as agreed at the April 2026 Full Council meeting) <p>In determining Committee membership, Council is requested to:</p> <ul style="list-style-type: none"> (e) Note that the Mayor and Leader are both ex-officio members of each Committee, as per Standing Order 4d, xvi and as detailed in the Council’s Mayor/Leader Policy. (f) Note that the Deputy Mayor and Deputy Leader are not ex-officio members of each Committee, aligning with the Council’s Mayoral/Leader policy. Both may however be appointed to any Committee in their own right, as part of the Committee selection process. (g) Hold in abeyance Committee membership for the newly elected Councillor (Audley Ward), allowing them opportunity to attend Committee meetings in May with membership determined at the June 2026 Full Council meeting.

15	<p>Committee Terms of Reference</p> <p>To consider re-adoption of the Committee Terms of Reference, copies of each attached.</p> <ul style="list-style-type: none"> a) Council and Committee ToR Inclusive of Assets & Services, Finance & Establishment and Planning & Transport Proposed amendments are shown in red text b) F&E Sub-Committee (Budget Setting 2027-28) (as supported at the April 2026 Full Council meeting)
16	<p>Appointment of Members to Working Groups</p> <p>To consider appointment to the following Working Groups, the current membership is attached for reference.</p> <ul style="list-style-type: none"> (a) Climate Change & Environment (b) Strategic Public Open Space (Skate Park)
17	<p>Working Groups Terms of Reference</p> <p>To consider re-adoption of the Working Group Terms of Reference, copies are attached.</p> <ul style="list-style-type: none"> (a) Strategic Public Open Space (Skate Park) (b) Climate Change & Environment
18	<p>Calendar of future meetings</p> <p>To consider the schedule / sequence of proposed meetings, as attached.</p>
19	<p>To consider representation or work with external bodies and arrangements for reporting back</p> <p>Details of 2025/26 representations is attached for reference and Council is requested to consider representation for 2026/27</p>
20	<p>Annual review of policies and practices.</p> <ul style="list-style-type: none"> (a) In accordance with Standing Orders and best practice, it is noted that several policies and procedures are recommended for annual review. The Annual Meeting is requested to note this requirement and that the polices / procedures etc will come forward to the appropriate Committee meetings and/or Full Council meetings in due course and according to the policy review period. (b) Civility and Respect Pledge At the 2025 Annual (General) Meeting, Council re-adopted the Civility and Respect Pledge. Whilst this pledge is not time-bound (unlike other policies which require an annual/regular review) it is appropriate for Council to remind itself of this previous commitment on an annual basis.

21	<p>Attendance Records</p> <p>To receive and note the attached Council attendance record for the period 2025/26.</p>
22	<p>Year-end accounts</p> <p>To note that the year-end accounts, including a review of the inventory of land and other assets will be submitted to the June 2027 Full Council as part of the year end procedures.</p>
23	<p>Insurance cover</p> <p>To note that arrangements for insurance cover will be reviewed in June when the policies become due for renewal.</p>
24	<p>Date and time of Next Meeting(s)</p> <p>The next Full Council meeting will take place on Monday 8 June 2026 at 7.30pm in the Town Hall Saffron Walden.</p>