

## SAFFRON WALDEN TOWN COUNCIL

### Minutes of Full Council Meeting

**Date of meeting:** Monday 9<sup>th</sup> June 2025 at 7.30pm

**Present Councillors:** Cllrs Ahmed (Mayor), Coote, Curtis, de Vries, Eke, Freeman, Hawke-Smith, McLellan, Meloy, Parker, Porch and Reeve.

**Officers:** Town Clerk and Responsible Financial Officer

**Public:** None present

FC 081-25	<p><b>Apologies for absence</b></p> <p>Apologies were received and accepted from Cllrs Abercrombie, Asker, Gadd, Jones, McBirnie and Shotropa.</p>
FC 082-25	<p><b>Declarations of Interest</b></p> <p>Cllrs Ahmed, Coote, Freeman and Reeve declared generic non-pecuniary interests as District Councillors for Uttlesford District Council (UDC).</p>
FC 083-25	<p><b>Public Speaking Time</b></p> <p>There were no questions arising.</p>
FC 084-25	<p><b>Updates from 3<sup>rd</sup> parties – for information only</b></p> <p>(a) County Councillor Reports</p> <ul style="list-style-type: none"><li>i. Council received the three County Councillor written reports.</li><li>ii. Council discussed the outstanding pedestrianisation request, acknowledging progression is delayed due to Essex Highways.</li><li>iii. <b>Council resolved to:</b> Write an open letter to the Highways portfolio holder, Cllr Cunningham reiterating the disappointment at the lack of progress for the pedestrianisation request. Secondly, to submit a Freedom of Information Request to ECC requesting all correspondence/ planning/ documentation relating to the Town Council's request for pedestrianisation of the Market Square.</li></ul> <p>(b) Uttlesford District Council</p> <ul style="list-style-type: none"><li>i. Cllr Freeman explained that the UDC planning department is no longer in 'special measures' and has been de-designated, meaning applications are submitted directly to UDC (and not PINS).</li></ul>

FC 085-25	<p><b>Mayor's Communications</b></p> <p>The Mayor reported on recently attended activities, including:</p> <ul style="list-style-type: none"> <li>(a) Mayor Making civic ceremony 22.05.25, thanks to all staff and Councillors</li> <li>(b) World Bike Day, hosted jointly by SWTC and UDC.</li> <li>(c) The Volunteer Fair, hosted jointly by SWTC and UCAN, being the Mayor's chosen charity.</li> <li>(d) Great Dunmow's Mayor Making Civic Service</li> </ul>
FC 086-25	<p><b>To verify the Minutes of the Town Council meetings</b></p> <p>The 12.05.2025 Annual (General) Meeting and 12.05.2025 Full Council minutes were accepted as a true and accurate record of the meetings and signed by the Mayor.</p>
FC 087-25	<p><b>To receive the Minutes of the Previous Meetings</b></p> <p>Council received and noted the minutes from the following Committee meetings:</p> <ul style="list-style-type: none"> <li>• Planning and Transport 08.05.2025 (Approved minutes)</li> <li>• Planning and Transport 22.05.2025 (draft minutes)</li> <li>• Finance and Establishment 19.05.2025 (draft minutes)</li> <li>• Assets and Services 26.05.2025 (draft minutes)</li> </ul>
FC 088-25	<p><b>Annual Governance and Accountability Return 2024-25 (Annual Return)</b></p> <p>The RFO presented the following financial documents, as considered and approved for recommendation to Full Council from the Finance and Establishment Committee (at its May committee meeting).</p> <ul style="list-style-type: none"> <li>a) Annual Internal Audit Report</li> <li>b) Annual Governance Statement 2024-25</li> <li>c) Reconciliation documents for the year ended 31st March 2025, including: <ul style="list-style-type: none"> <li>1. Variances explanation</li> <li>2. Reconciliation document</li> <li>3. Working details for annual return</li> <li>4. Detailed Income and Expenditure Accounts</li> <li>5. Balance sheet</li> <li>6. Bank reconciliation pro-forma</li> </ul> </li> <li>d) Asset Register as at 31<sup>st</sup> March 2025</li> <li>e) Dates for the period of exercise of public rights commencing on Monday 23<sup>rd</sup> June ending Friday 1<sup>st</sup> August 2024.</li> <li>f) Section 1 of the Annual Governance Statement</li> </ul>

	<p>It was <b>Resolved</b>: To receive and approve all the AGAR documents (a-f above) as presented.</p>
FC 089-25	<p><b>Climate Change and Environment Working Group - Quarterly update</b></p> <p>Cllr Hawke-Smith introduced the update report.</p> <p>It was <b>Resolved</b>: To receive and accept the report as presented, with thanks to Officers for progressing a number of activities and funding opportunities in recent months.</p>
FC 090-25	<p><b>Budget Setting 2025/26 Review</b></p> <p>It was <b>Resolved</b>:</p> <p>(a) To receive and note the report with thanks</p> <p>(b) To accept all recommendations within the report, summarised as:</p> <ul style="list-style-type: none"> <li>• Recommendation 1: To offer further training to Councillors</li> <li>• Recommendation 2: For paperwork to be issued in advance of meeting to sub-Committee members</li> <li>• Recommendation 3: That Council should consider the establishment of any defined parameters (noted this will form part of a consideration at the July Full Council meeting). That the confidentiality of budget papers is maintained and restricted to those on the budget sub-committee</li> <li>• Recommendation 4: that the focus of meetings is scheduled as per the report</li> <li>• Recommendation 5: To adopt the reporting mechanism to F&amp;E and Full Council as detailed in the report</li> <li>• Recommendation 6: To consider implementation of all recommendations through this resolution and through any revised terms of reference</li> </ul>
FC 091-25	<p><b>Working Group Terms of Reference and Membership</b></p> <p>It was unanimously <b>Resolved</b>:</p> <p><b>(a) Budget Setting 2025-26</b></p> <p>i. To appoint a sub-committee (not a working group);</p> <p>ii. To adopt the Terms of Reference as presented, amending frequency of reporting to both F&amp;E and Full Council monthly;</p>

	<p>iii. That membership (save for Leader and Mayor as ex-officio members) will be appointed at the July 2025 Full Council meeting.</p> <p>iv. That any guiding parameters for the sub-Committee (as per key objectives A of the ToR) will be determined at the July Full Council meeting</p> <p><b>(b) Climate Change &amp; Environment Working Group</b></p> <p>i. To adopt the Terms of Reference, with proposed amendments.</p> <p>ii. To appoint membership as Cllrs Freeman, Hawke-Smith, McLellan, Parker and Reeve</p> <p>iii. Future quarterly reports to be presented to the A&amp;S Committee and not Full Council.</p> <p><b>(c) Strategic POS S106 monies WG</b></p> <p>i. To adopt the Terms of Reference, with the changes presented.</p> <p>ii. To appoint Cllrs Abercrombie, Asker, Reeve, Freeman, McBirnie, Porch and Shotropa as working group members.</p>
FC 092-25	<p><b>Councillor/Officer Relationships</b></p> <p>It was <b>Resolved:</b></p> <p>To receive the written report and to postpone any further consideration (given the lateness of the hour) to the July 2025 Full Council meeting.</p>
FC 093-25	<p><b>Devolution Programme / Local Government Reorganisation</b></p> <p>It was <b>Resolved:</b></p> <p>To note that a report will be presented to the July Full Council meeting and that further financial implications may be considered by the F&amp;E Committee (subject to approval of report/recommendations at the July FC meeting)</p>
FC 094-25	<p><b>Reports from other Meetings</b></p> <p>No meetings reported.</p>
FC 095-25	<p><b>Additional Forthcoming Meetings</b></p> <p>No meetings reported.</p>
FC 096-25	<p><b>Urgent Items</b></p> <p>No matters raised.</p>

FC 097-25	<p><b>Date and time of Next meeting(s)</b></p> <p>The Mayor reminded all that the next meeting is scheduled for 14 July 2025.</p>
FC 098-25	<p><b>Confidential Item – Exclusion of Press and Public (Part II meeting)</b></p> <p>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>This item is confidential because it involves employee personal information, publishing would breach data protection</p>
FC 099-25	<p><b>Terms of Reference for existing F&amp;E Sub-Committee</b></p> <p>It was unanimously <b>Resolved</b>: To adopt the Terms of Reference, with the changes presented.</p>

The Mayor closed the meeting at 10pm