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 14th July 2025** 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 9 July 2025

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 09.06.2025

7	**To receive Minutes from Committee meetings as follows:** 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. • Planning and Transport 12.06.2025 (Approved minutes) • Planning and Transport 26.06.2025 (draft minutes) • Finance and Establishment 16.06.2025 (draft minutes) • Assets and Services 23.06.2025 (draft minutes)
8	**Councillor/Officer Relationships** To receive and consider the report as attached; recommendations are given within the report. This was carried over from the June Full Council meeting, as agreed. In referencing section 5b of the attached report, a proposed schedule of site visits is attached for consideration
9	**Financial Administration for the year ending 2025/26** Council is asked to approve the following, as recommended by the June Finance and Establishment Committee: (a) Internal Auditor's scope of works, including the independence and competency of the internal auditor (b) Risk Assessments (recommended for adoption, and subject to further review) (c) Internal Control Measures In addition to the proposed adoption of documents as above, at the June Finance and Establishment Committee, the Committee further recommended the following revisions to the Risk Assessment document; these amendments will be presented to a future Committee and subsequent Council meeting for further consideration: (i) A RAG risk status for each risk, identifying risk both before and after mitigation measures (ii) A report which reviews the Council's effectiveness of risk management (this may form part of any revised risk assessment process).
10	**Annual Statements** The following annual statements are recommended for re-adoption as prepared by the externally appointed HR & H&S advisor: a. Health and Safety b. Environment

11	**Budget Sub-Committee Terms of Reference** The Terms of Reference for the Sub-Committee were agreed by resolution at the Full Council meeting on 09.06.25, agreed Terms of Reference are as attached, save for three elements which were undetermined. Council is requested to provide specific direction to the Budget Sub-Committee regarding the three outstanding elements of the ToR, and therefore quite specifically to determine the following matters only: (a) Any reasonable financial parameters which must be integral to the sub-committee's work (ie does Council wish to impose a maximum or minimum precept increase?) (b) Any specific activities or projects which must form part of the proposed budget for 2026/27 (c) Membership to the Budget Sub-Committee
12	**Climate Change & Environment Working Group (WG)** Following the resignation of Cllr Reeves from this WG, membership is now confirmed as: Cllrs Freeman, Hawke-Smith, McLellan, Parker The Terms of Reference state membership will be no less than 7 members. Council is requested to: (a) consider any additional membership to this WG and/or (b) to review the minimum membership to the WG (subject to (a) above) Background papers attached for information: i. Copy of the terms of reference as agreed at the June 2025 FC meeting ii. Copy of the current action plan iii. Executive summary report noting activities and achievements
13	**Clerk's Report** Council is asked to note the written update report on the progress of Council business and activities since March 2025. This report has been compiled to offer an overview summary of major and key activities and priorities to all Councillors.
14	**S106 Contributions** Council is asked to note the attached report detailing S106 contributions payable to SWTC. Note this report only deals with S106 monies due to SWTC and is not an exhaustive list of S106 payments per-se for Saffron Walden

15	**Devolution Programme** To receive a report regarding plans and preparation for the Local Government Reorganisation programme, including opportunities/challenges for local devolution of services and/or assets.
16	**Postal Vote Renewal Process** Postal votes no longer last indefinitely, they now last up to 3 years. As a result of changes made under the Elections Act 2022, Uttlesford District Council must notify electors whose postal votes are due to expire on 31 January each year. This Summer, UDC will formally write to electors inviting them to reapply for their postal vote. Further information is available at https://www.uttlesford.gov.uk/postal-vote-renewal and is provided to council for information.
17	**Councillor Surgeries** To consider the option of hosting Councillor Surgeries on Saturdays, from the Jubilee Hub. Footfall into the gardens is significantly increased during the summer months, as part of the bandstand season (attached is the Bandstand Season schedule) and opening of Jubilee Hub for tea/coffee. Surgeries could take place from 12 noon to 14:00 hours. Should the option be taken forward, Officers will produce promotional material and advertise on the website and across social media channels.
18	**Democracy Day September 2025** Council is asked to note details of the following SWTC initiatives to mark national Democracy Day. **Monday 08 September** - SWCHS Sixth Form Students invited to attend the Full Council meeting. **Monday 15 September –** Jubilee Hub drop in session with: - UCAN providing tea/coffee (the Mayor's chosen charity) - Heritage Development Group providing information on their 1647 debates project - Councillor surgeries – Councillors are asked to confirm their attendance for inclusion on promotional materials - Other partners will also be invited to attend (i.e., Museum and Library) with targeted groups invited to attend such as U3A, WI, Salvation Army, Food Bank Volunteers etc. **Monday 22 September** - Assets & Services Committee Meeting with St Thomas Moore Primary School (yr5); Plastic Pollution School Engagement update (as further detailed within the CC&E update agenda item 12) Potential school visits of the Town Hall, providing opportunity to meet with the Mayor and fellow Councillors.

19	**Leadership Policy** At the April 2025 Full Council meeting, Council further adopted the Leadershipp policy, as recorded under Min Ref 058-25, extract reads: *(a) Revised Roles of Mayor and Leader Policy: It was **resolved**:* *(i) To adopt the Roles of Mayor and Leader Policy with amendments, enacting the resolution from the March 2025 Full Council meeting.* *(ii) To note queries raised by Cllr Meloy and that he would separately progress these with the Town Clerk, outside of this meeting* Subsequent to this, Cllr Meloy has raised queries on the Council's Leadership policy and a report is attached annotating proposed amendments (from Cllr Meloy) to the policy, along with proposed recommendations (from Officers).
20	**Reports from other Meetings** To receive a verbal update from meetings as attended.
21	**Additional Forthcoming Meetings** To receive details of any forthcoming meetings a. Essex Police meeting Wednesday 27 August with the Chief Inspector Council is asked to: Confirm attendees and inform SWTC officers of any topics for discussion which will be relayed to Essex Police. b. Saffron Walden Breakfast Club – details tbc
22	**Urgent Information Items** 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
23	**Date and time of Next Meeting** The next meeting is scheduled for Monday 8th September 2025 at 7.30pm in the Town Hall, Saffron Walden. (Note, no August Council meeting.)
24	**Date and time of future meetings** Subsequent to the May Annual meeting where Council established the calendar of meetings for 2025/26, new bookings have been made for the Town Hall as follows: a. Monday 10th November 2025 Show with use of all upstairs rooms and Committee Room as bar b. Monday 9th March 2026 – as above It is likely the Town Hall will be too noisy on both these dates to host the FC meetings, and the Committee Room will be used as the bar area resulting increased noise and footfall at the start of the show and at the interval (8.30pm).

	Neither Golden Acre or Jubilee Hub are available on either dates as alternative locations. Proposal: (a) Move the meeting dates to Tuesday 11th November 2025 and Tuesday 10th March 2026 respectively. Whilst the Town Hall will not be available on these dates, Jubilee Hub will be. To consider any other alternative venue. Availability is awaited from St Mary's Parish Rooms and Fairycroft.
25	**Confidential Item – Exclusion of Press and Public (Part II meeting)** To resolve 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.
26	**Community Achievement Awards** Uttlesford District Council is hosting its Community Achievement Award, UDC is looking for nominations where someone has made an outstanding contribution supporting: - Children and young people up to 18 years of age - The elderly - People with assisted living needs (physical/sensory and learning) - The local community - Youth initiatives - Or nominations for young people (aged 15-18) who have contributed significantly to their local community Council is asked if it would like to make any nominations, nominations close midday on Thursday 7 August. More information can be read online at - www.uttlesford.gov.uk/community-achievement-award In accordance with UDC's prescribed process, any nominations must be made via nominating bodies, including Town and Parish Councils. A nomination has therefore been requested and further details (subject to receipt) will be advised at the meeting