

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 12<sup>th</sup> January 2026** commencing at **7.30pm** to transact the business as set out in the agenda below

**Scan the QR code to be taken to the website calendar:**



### **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](http://www.saffronwalden.gov.uk). For background papers in relation to this meeting please contact [enquiries@saffronwalden.gov.uk](mailto: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](mailto: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](mailto: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](http://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**

7 January 2026

1	<b>Apologies for absence</b>  To receive apologies and consider requests for approved absence
2	<b>To receive any Declarations of Interest</b>  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	<b>Public Speaking Time</b>  For the public or press to ask questions of the Council on matters relating to the agenda.
4	<b>Updates from 3<sup>rd</sup> parties – for information only</b>  (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	<b>Mayor's Communications</b>  To receive a verbal update from the Town Mayor
6	<b>To verify the Minutes of the Town Council meetings as follows:</b>  Full Council 01.12.2025

7	<p><b>To receive Minutes from Committee meetings as follows:</b></p> <p>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.</p> <ul style="list-style-type: none"> <li>• Planning and Transport 27.11.2025 (draft minutes)</li> <li>• Finance and Establishment 19.12.2025 (draft minutes)</li> <li>• Finance and Establishment Sub-Committee (budget) 07.11.25 (approved)</li> <li>• Finance and Establishment Sub-Committee (budget) 15.12.25 (draft)</li> </ul>
8	<p><b>Budget 2026/27</b></p> <p>The Budget Sub-Committee and F&amp;E Committee has met several times since September 2025 in considering a budget for recommendation to Council.</p> <p>At its meeting on 19<sup>th</sup> December 2025, the F&amp;E Committee makes the following recommendation, (as per Min Ref F&amp;E 185-25) with an extract from the minutes reading:</p> <p><i>“It was <b>Unanimously Resolved to:</b></i></p> <ol style="list-style-type: none"> <li>1. <i>Recommend the presented budget at 5% to Full Council in January 2026, subject to the following amendments:</i></li> <li>2. <i>That the EMR (Ref 9175) be renamed from Jubilee House to Jubilee Hub/Gardens and that a sum of money be set aside for long-term maintenance/refurbishment. RFO to determine amounts which should be set aside under this renamed EMR code (post meeting note, the EMR for long-term maintenance of Jub Hub and Gardens is set at £20,380)</i></li> <li>3. <i>That the balance of monies is held under a new code EMR 9375 called ‘General EMR Requirements’ to boost EMR reserves to properly maintain the Council’s assets and provide for their long-term replacement”</i></li> </ol> <p>The following papers are attached forming the basis of the budget recommendation at 5% from both the Finance and Establishment Sub-Committee and the Finance and Establishment Committee.</p> <ul style="list-style-type: none"> <li>(a) Summary budget report</li> <li>(b) Copy of recommended 26-27 budget</li> <li>(c) Copy of EMR budget</li> <li>(d) Copy of projected income</li> </ul> <p>Council is requested to consider the attached papers.</p>

9	<p><b>Annual Governance Review</b></p> <p>The accounts for 2024/25 have been signed off by the external auditor, committee is asked to note the attached reports.</p>
10	<p><b>Committee and working group membership</b></p> <p>Cllr Fiddy was elected in November 2025 and has since attended committee and working group meetings to gain some experience of the remit of each, although she has not yet been formally appointed to any committees or working groups.</p> <p>Council is requested to determine Cllr Fiddy's membership to committees and working groups.</p> <p>Attached is the current 2025/26 Committee and Working Group memberships which will be reviewed at the Annual (General) Meeting in May.</p>
11	<p><b>Asset Devolution</b></p> <p>To receive a written update regarding asset devolution opportunities from UDC to SWTC, report attached for information.</p>
12	<p><b>Highways Update: Market Square and S106 monies (Radwinter Road site)</b></p> <p>To receive a written update regarding the above outstanding Highways matters, report attached for information.</p>
13	<p><b>UDC Budget Consultation 2026/27</b></p> <p>As part of its 2026/27 budget process, UDC is consulting on its core priorities; the consultation closes at 5pm on Wednesday 14 January 2026.</p> <p>Details of the proposed budget can be found online: <a href="#">Read the draft 2026/27 budget report</a></p> <p>Council is requested to consider a response (if any) to this consultation.</p>
14	<p><b>Reports from other Meetings</b></p> <p>To receive a verbal update from meetings as attended.</p>
15	<p><b>Additional Forthcoming Meetings</b></p> <p>To receive details of any forthcoming meetings</p>
16	<p><b>Urgent Information Items</b></p> <p>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</p>

17	<b>Date and time of Next Meeting</b>  The next meeting is scheduled for Monday 9 <sup>th</sup> February at 7.30pm in the Town Hall
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