

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 **Tuesday 12 May 2026** commencing at **7.30pm** (or later, on conclusion of the preceding Annual Meeting) 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. 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	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 the Essex County Councillor Council is asked to determine the frequency of inviting the County Councillor to future Council and/or the Planning & Transport Committee meetings. (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	<p>To verify the Minutes of the Town Council meetings as follows:</p> <p>Full Council 13.04.2026</p>
7	<p>To receive Minutes from Committee meetings as follows:</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"> • Planning and Transport 09.04.2026 (draft minutes) • Finance and Establishment 20.04.2026 (draft minutes) • Assets and Services 27.04.2026 (draft minutes)
8	<p>Accounts and Accounting Statements</p> <p>In accordance with Standing Orders, each Councillor is to be supplied with the following documents as attached:</p> <p>(a) Receipts and payments for 4th quarter (January-March)</p> <p>Council is requested to receive and note details as attached. These details are already currently provided on a monthly basis to the Finance & Establishment Committee.</p>
9	<p>Actual Year End Carry Forwards / Budget 2026/27</p> <p>To review and consider the actual, carry forward figures from the 2025/26 budget into the 2026/27 budget. Council is requested to approve the figures as presented, as recommended by the Finance and Establishment Committee at its April meeting.</p>
10	<p>Lime Avenue Changing Room Facilities</p> <p>To receive a copy of the attached written report regarding the purchase of the changing facilities at Lime Avenue, as considered by the Assets and Services Committee at its April Committee meeting where it was unanimously resolved (per draft minute reference A&S 046-26):</p> <ol style="list-style-type: none"> a. <i>To purchase the units as proposed utilising the monies within EMR 9070 (Lime Avenue Pavillion) in April 2026.</i> b. <i>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.)</i> c. <i>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.</i> <p>Officers have since progressed with purchase of the units and at time of writing the legal paperwork is awaiting signed completion. Council is requested to receive and support the report and actions taken.</p>

11	<p>Reports from other Meetings</p> <p>To receive a verbal update from meetings as attended.</p>
12	<p>Additional Forthcoming Meetings</p> <p>To receive details of any forthcoming meetings</p> <ul style="list-style-type: none"> - The Civic Mayor Making Ceremony - Saturday 16 May from 10.15am
13	<p>Urgent Information Items</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>
14	<p>Date and time of Next Meeting</p> <p>The next meeting is scheduled for Monday 8th June at 7.30pm in the Town Hall</p>