

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 13th April 2026** commencing at **7.30pm** to transact the business as set out in the agenda below

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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

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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

8 April 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 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 10.03.20226

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 12.03.2026 (draft minutes) • Finance and Establishment 16.03.2026 (draft minutes) • Assets and Services 23.03.2026 (draft minutes)
8	<p>Alderman’s House Charity</p> <p>The charity’s constitution notes that Trustees of this charity should be:</p> <ul style="list-style-type: none"> (a) The Mayor of the Town Council (currently Cllr Ahmed, will be Mayor elect) (b) Two Town Councillors (one already appointed at the AGM May 2025, Cllr Freeman) (c) Two further co-opted Trustees (not Councillors) <p>Council is requested to nominate one further Town Councillor to serve as a Trustee on this charity, in addition to the Town Mayor (ex-officio Trustee) and Cllr Freeman.</p> <p>Whilst this matter would ordinarily be considered as part of the AGM process (appointments and representatives to 3rd party organisations), there is some pressing business which the Charity needs to determine; it would be advantageous to appoint a Trustee at the earliest opportunity so a meeting can be called.</p>
9	<p>Tourist Information Centre</p> <p>At the March 2026 F&E meeting, Committee received an update report relating to financial business and activities at the TIC.</p> <p>In considering the presented TIC report, the F&E Committee unanimously resolved to make the following recommendation to Full Council (as recorded under Min Ref F&E045-26)</p> <ul style="list-style-type: none"> a) To no longer progress with the option to create a CiC b) To no longer progress with the option to co-locate with a third party <p>The recommendation for cessation of both due to the limited financial benefit derived from either option</p> <p>Council is asked to receive a copy of the report and to consider the Committee recommendation to cease this work (a and b above).</p>

10	<p>Budget Setting – Survey Results (26-27) and forthcoming process (27-28)</p> <p>Council is asked to:</p> <ol style="list-style-type: none"> a. Receive and note the budget setting (26-27) survey results b. Consider the proposed amendments to the budget setting process for the forthcoming year (27-28), these recommendations are formed from the results of the survey. c. To further consider the attached proposed Terms of Reference (subject to resolution of item b above).
11	<p>Former Friends School - Asset Transfer Opportunity</p> <p>To receive and consider the update report regarding the opportunity to lease the Sports Pitches, Clubhouse & Woodland at the Former Friends School playing field site.</p> <p>The report cites a number of options for Council including adoption of the lease, notably a lease has not been provided by the developer. The Developer has explained that a lease will only begin to be negotiated once they receive a steer as to whether SWTC will adopt the maintenance responsibilities.</p> <p>Council is asked to determine its in principle intention as to whether it wishes to adopt the land and lease, or not – if supportive, this will be subject to lease negotiations.</p>
12	<p>Internal Audit Report – Interim Findings</p> <p>At the F&E March 2026 meeting and as recorded under Min Ref F&E 044-26, a copy of the internal audit report is presented to Council, aligning with the recommendation from the Internal Auditor. Council is requested to receive and note the report.</p>
13	<p>Audley Ward By Election</p> <p>If contested, this parish by election will take place alongside the Essex County Council election on Thursday 7 May 2026 (closing date for nominations for election is 4pm on Thursday 9th April 2026). Further details on line at: https://www.uttlesford.gov.uk/article/7377/Forthcoming-elections</p>
14	<p>Reports from other Meetings</p> <p>To receive a verbal update from meetings as attended.</p>
15	<p>Additional Forthcoming Meetings</p> <p>To receive details of any forthcoming meetings</p> <ol style="list-style-type: none"> a. Stansted Airport Parish Council Forum, Thursday 16th April, 12:00 – 13:45, via Microsoft Teams, councillors wishing to attend are asked to register their attendance online at https://forms.cloud.microsoft/pages/responsepage.aspx?id=doKYwHh5Kk-9j5GKN6XJV3qSjqlOhkBlq_9EBMhxSFxUMkk5V0MwUJERQUkFSUUtEMjRWn1k4VVJFNS4u&route=shorturl

16	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
17	Date and time of Next Meeting The next meeting <u>Tuesday</u> 12 th May at 7.00pm in the Town Hall, Saffron Walden – this will be the Annual (General) Meeting followed by the usual monthly Council meeting.