

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 8th June 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.

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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

3 June 2026

1	<p>Apologies for absence</p> <p>To receive apologies and consider requests for approved absence</p>
2	<p>To receive any Declarations of Interest</p> <p>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.</p>
3	<p>Public Speaking Time</p> <p>For the public or press to ask questions of the Council on matters relating to the agenda.</p>
4	<p>Updates from 3rd parties – for information only</p> <p>(a) To receive a written or verbal update and report from Cllr Paul Gadd as the Essex County Councillor.</p> <p>As agreed at the May Full Council meeting, the County Councillor was invited to attend and present to Full Council on quarterly basis.</p> <p>As way of update, the County Councillor has responded "<i>I'm afraid that given the issues around minute taking at SWTC meetings, I think it's unlikely that I will attend them; you are welcome to explain this reason to the councillors</i>".</p> <p>(b) To receive a written or verbal update and report from UDC Councillors on any matters which may be particularly pertinent to Saffron Walden</p>

5	<p>Mayor’s Communications</p> <p>To receive a verbal update from the Town Mayor</p>
6	<p>To verify the Minutes of the Town Council meetings as follows:</p> <p>Annual (General) Meeting) 12.05.2026 and the ordinary Full Council meeting 12.05.2026</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 14.05.26 (Approved minutes) ● Planning and Transport 28.05.26 (draft minutes) ● Finance and Establishment 18.05.26 (draft minutes) ● Assets and Services 26.05.2026 (draft minutes)
8	<p>Committee and Working Group Membership - Cllr Brett</p> <p>(a) At the Annual (General) Meeting the committee and working group memberships were established – it was acknowledged that newly appointed Cllr Brett’s membership will be determined at this Council meeting.</p> <p>(b) To note the resignation of Cllr Denise Jones from both the Planning & Transport and Assets & Services Committee (she remains a Town Councillor).</p> <p>Attached is the current 2026/27 membership and Council is asked to consider and appoint the membership for Cllr Brett and consider any replacement membership for Cllr Jones.</p>
9	<p>Annual Governance and Accountability Return 2025-26 (Annual Return)</p> <p>(a) The internal auditor has completed her internal audit, copy attached. Council is requested to receive and note these details, with all documents recommended for adoption as per the Finance and Establishment Committee meeting on 18.05.26</p> <p>(b) Annual Governance Statement 2025-26</p> <p>(c) The following documents are attached for reconciliation and verification of the annual return for year ended 31st March 2026, including:</p> <ol style="list-style-type: none"> 1. Variances explanation 2. Reconciliation document 3. Working details for annual return 4. Detailed Income and Expenditure Accounts 5. Balance sheet

	<p>6. Bank reconciliation pro-forma</p> <p>(d) Asset Register as at 31st March 2025</p> <p>(e) Dates for the period of exercise of public rights, with the following proposed dates: Commencing on 22 June – 31 July 2026.</p> <p>Council is requested to receive and approve the above documents as recommended by the Finance and Establishment Committee at its meeting held on 18.05.26 as recorded under Min Ref F & E 085-26</p>
10	<p>Budget Setting 2027/27</p> <p>The attached Terms of Reference and membership were agreed at the Annual (General) Meeting held on 12.05.2026.</p> <p>Council is asked to affirm any percentage increase/decrease parameters to inform the schedule of training and meeting dates for the Budget Sub-Committee.</p>
11	<p>Policies</p> <p>To consider the following for annual review:</p> <ol style="list-style-type: none"> a. Health and Safety Policy (no changes) b. Environmental Statement (no changes) c. Standing Orders <p>The National Association of Local Councils has published a revised Standing Order template, amending Model Standing Order section 14 to better reflect Code of Conduct requirements. 14.a, 14.b, and 14.c have been removed, Council is asked to consider retention or removal as illustrated, with a recommendation to adopt amendments as shown.</p>
12	<p>Clerks Update Report (Three Times Annually – Last presented February 2026)</p> <p>To receive the attached update report for information.</p>
13	<p>Update on Hybrid Meetings Opportunities and Code of Conduct</p> <p>It had been widely anticipated that the King's speech on 13.05.26 would include draft legislation on the following:</p> <ol style="list-style-type: none"> (a) Ability to allow Town/Parish Councils to conduct meetings online, and/or in person using a hybrid system (b) Proposed amendments to the Code of Conduct <p>Unfortunately, neither were included in the King's speech and progression of these matters at a national level is awaited. Council is requested to note this update.</p>

14	<p>Cllr Training</p> <p>a. Councillors are reminded of the obligation to attend the online General Data Protection webinar - members are asked to complete this by August 2026. Further details and support can be provided by Officers as required.</p> <p>b. All committees have been invited to request training topics at their May meetings. Details of training will be circulated to all councillors in due course.</p>
15	<p>Reports from other Meetings</p> <p>To receive a verbal update from meetings as attended.</p>
16	<p>Additional Forthcoming Meetings</p> <p>To receive details of any forthcoming meetings</p> <p>Freedom Parade on Sunday 26th July 2026 from 10am - the 33 Engineer Regiment has appointed SWTC as the Event Manager of the Freedom (of Uttlesford) Parade in Saffron Walden. Councillors to note this will be a civic, robed event.</p>
17	<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>
18	<p>Date and time of Next Meeting</p> <p>The next meeting is scheduled for Monday 13 July 2026 at 7.30pm in The Town Hall, Saffron Walden</p>