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 12th October 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. 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 7 October 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 (c) Update on Local Government Reorganisation and devolution
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 14.09.2026
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 10.09.26 (Approved minutes) • Planning and Transport 24.09.26 (draft minutes) • Finance and Establishment 21.09.26 (draft minutes) • Assets and Services 28.09.26 (draft minutes)
8	**Proposals for Refurbishment of George Street** To receive a presentation from representatives of retailers from the George Street area, regarding their plans and proposals to refresh and tidy up this site – details attached
9	**Upcoming Road Closure – Little Walden Road – Cadent Gas presentation** Temporary Traffic Regulation Order of Little Walden Road, Saffron Walden Please click on the following link https://one.network/?tm=GB152006614 to find details of the intended closure of Little Walden Road, due to commence on 12th October 2026 for 36 days. The closure is required for the safety of the public and workforce while Cadent Gas undertakes gas main replacement works. Cadent Gas is hosting a public engagement Q&A session from 6pm in the Town Hall, prior to this Council meeting. Representatives of Cadent Gas will also be in attendance at this Council meeting to answer queries with members.
10	**Upcoming Road Closure – Affinity Water – Walden Road Radwinter** Traffic Regulation Order of Walden Road. Please click on the following link https://one.network/?tm=GB152006614 to find details, works are expected 9 Nov – 23 May 2027. The closure is required for Affinity Water to conduct major repairs. SWTC has attended a stakeholder meeting and updates will be provided to Council on receipt.
11	**Saffron Walden Peaceful Assembly - Bethlehem Friendship Agreement** To receive the attached proposal from the Saffron Walden Peaceful Assembly and consider its request, with a recommendation to Council contained within the covering report.

12	**Buckingham Palace Garden Party 2027** The Essex Association of Local Council has opened its nominations for all councillors, past and present, to attend the Buckingham Palace Garden Party 2027. a. The award will be decided at the EALC Annual Meeting on 19th November 2026 and the successful nominee will be announced at the end of November 2026. b. Buckingham Palace Garden Party tickets are limited and not guaranteed. c. The nominee must be a Councillor, past or present. d. A nominee will not be eligible for this award if they have previously attended the Buckingham Palace Garden Party or have previously been provided with tickets to attend. e. Nominations close on 4th November 2026. Council is asked to consider whether it wishes to submit a nomination.
13	**Disclosure of Registers of Interest** Council is asked to note for information, that, *Section 32A of the 2011 Localism Act came into force in June 2026 and makes clear that a member's home address must not be disclosed on the authority's public register of interest unless the member has requested otherwise.* *The requirement not to publish a member's home address extends to parish councils that publish registers of interest on their own website in line with section 29(7) of the 2011 Act. To aid transparency, public registers of interest will still state that a member has an interest, the address of which is withheld. The exact address details are still declared to the monitoring officer, remain available internally to authorities and will continue to prevent conflicts of interest.* SWTC has liaised with the District Council Monitoring Officer ensuring all Registers of Interest via the SWTC are redacted.
14	**Code of Conduct** Council is recommended to re-adopt the attached policy, as proposed with no changes.
15	**Mayoral Chains –Twin Town Bad Wildungen Visit April 2027** The Mayoral Chain policy requires: a. Full Council agreement before the Mayoral Chain or Deputy Mayor Chain of office is taken outside of the United Kingdom. b. Full Council notification of Mayoral civic duties outside of the United Kingdom. The Mayor and Deputy have been invited to visit the Saffron Walden Twin Town Bad Wildungen on 22 to 25 April 2027.

	Council is asked to confirm (or otherwise) its support of wearing the chains outside the UK and specifically to support wearing of the chain for the April visit to Germany.
16	**Financial Administration 2026/27** Council to receive and note the following relating to financial administration and management for 2026/27 as agreed by the Finance and Establishment Committee at its July meeting. (a) Internal Auditor's scope of works, seeking appointment of the internal auditor as recommended by the F&E Committee which specifically considered and approved the independence and competence of the Internal Auditor (c) Insurance Agreement – for information Officers have renewed the insurance agreement for 2026/27
17	**Clerks Update Report (Three Times Annually – Last presented February 2026)** To receive the attached update report for information.
18	**Gym Project Update and consideration** To receive the attached report, detailing findings from councillors.
19	**Reports from other Meetings** To receive a verbal update from meetings as attended.
20	**Additional Forthcoming Meetings** To receive details of any forthcoming meetings
21	**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
22	**Date and time of Next Meeting** The next meeting is scheduled for Monday 9th November at 7.30pm in the Town Hall
23	**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.

24	**Finance and Establishment Sub-Committee (Budget) Update and Recommendations** In accordance with the F&E Sub-Committee Terms of Reference, monthly updates are provided to the F&E Committee and Full Council. An extract of the ToR is as follows: *"The Sub-Committee will report monthly to both the F&E Committee and Council. At the Council meetings, Council will be requested to sanction proposed recommendations during the process, thus providing comfort that the day-to-day work of the sub-Committee aligns with Council's expectations. This sanctioning provides certainty and firm direction to the sub-committee, thereby reducing the risk of draft budgets misaligning with Council's expectations."* **Attached are the following documents:** **Public documents:** a. Schedule of works and meetings as agreed at the 27.07.26 Sub-Committee meeting. b. Approved Sub-Committee minutes dated 27.07.26 c. Draft Sub-Committee minutes dated 08.09.26 **Confidential documents:** d. First draft standstill budget e. Assumptions and possibilities report, annotating the basis under which the first draft budget is presented f. EMR budget g. Budgeted income As explained in the Draft Sub-Committee minutes dated 08.09.26, the following is recommended (Budget 013-26): *To recommend adoption of the first draft budget to the September F&E meeting (and subsequently to October Full Council meeting).* The Finance & Establishment Committee considered adoption of the principles of the budget as presented at its September meeting and it was resolved, per minute extract, F&E 143-26**:** *To commend the draft budget as presented by the Sub-Committee for adoption to Full Council, subject to noting the following concerns:* *(a) The figure allowed for inflation may need to be increased* *(b) The 3% figure allowed for pay rises may need to be increased, given that historic pay agreements have been around 3.3%* *(c) That attendance at the Sub-Committee had been 4 attendees; those Members of the Sub-Committee who had been absent from the meeting on 08.09.26 had not felt able to express any views or opinions. It was noted the Sub-Committee meeting had however, been quorate and the determination of the Sub-Committee was valid.* Council is asked to consider the documents as presented and recommended - with a recommendation to adopt the draft proposed budget, recognising it cannot be finalised until housing numbers are advised by UDC (anticipated mid-December 2026)