TheTown Hall
Market Street
Saffron Walden
CB10 1HZ

Tel: 01799 516501

SAFFRON WALDEN
TOWN COUNCIL

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 9th November 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.

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 4 November 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 i. At the October meeting, Council agreed to contact Essex County Council regarding their removal of net zero policies – attached is the reply received from Cllr Harris ECC Leader. (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 – see attached
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 12.10.2026

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 08.10.2026 (draft minutes) (one October meeting) • Finance and Establishment 19.10.2026 (draft minutes) • Assets and Services 26.10.2026 (draft minutes)
8	**Saffron Walden Peaceful Assembly** Council is requested to consider the specific requests from the SW Peaceful Assembly, details as attached
9	**Accounts and Accounting Statements** In accordance with Standing Orders, each Councillor is to be supplied with the following documents as attached: (a) Receipts and payments for 2nd quarter (July-September 2026) (b) Aggregate receipts and payments year to date (c) Balances held at the end of the current quarter 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
10	**Precept Setting 2027-28** To note, the deadline to submit formal precept notification to Uttlesford District Council is Friday 22 January 2027. On receipt of the Band-D figures, the Finance & Establishment Sub-Committee will be reconvened to review the final budget, which will be presented to the Finance Committee and subsequent Full Council meeting. An extraordinary meeting may be required depending on when the Band-D figures are received.
11	**Annual Town Meeting – Revised Date** The Annual Town Meeting of Electors was scheduled for 5 April 2027 – to avoid the purdah period (likely to commence on or around 23 March) the Town meeting is proposed for rescheduling to Tuesday 16 March at 7.30pm in the Town Hall. Council is requested to consider this amendment

12	**Local Council Award Scheme (LCAS) – Gold Award** The LCAS scheme allows councils to demonstrate adherence to sector standards, be evaluated by their peers, and establish conditions conducive to ongoing improvement. More information about the scheme is available online https://www.nalc.gov.uk/support/local-council-award-scheme.html SWTC's LCAS Gold accreditation is due to expire in October 2027. Officers are re-applying for the LCAS Gold Award (deadline for the next round of considerations is 4th January 2027): Council is requested to confirm its support for this reapplication
13	**Election Information** Council is requested to note the following details, provided for information only: **(a) 6-month rule regarding potential Vacancies on the Town Council** As from Tuesday 10 November 2026, the 6-month rule will kick in. This means that **no** by-elections will be held for any casual vacancies that may arise for whatever reason. Council has the choice whether to fill the vacancy by co-option or leave it vacant until 7th May 2027 – the date of the next ordinary elections. UDC must still publish a vacancy notice but the wording about the 14-day period for 10 LG electors to request the vacancy be filled by a poll is removed. **(b) Notice of Election for the parish and district elections May 2027** • Elections will be held on Thursday 6th May 2027. • Current members term of office will expire on Monday 10 May 2027 • By law, UDC must publish the election notice by 31 March. However, it is likely it will be published a week earlier – possibly on Tuesday 23 March • The election nomination period falls in the Easter school holidays. • Legal deadline: UDC will look to issue the notice early to allow greater time for all the candidates to submit papers for checking and processing in good time ahead of the legal deadline of 4pm on Thursday 8 April. • Nomination papers will be on UDC's website to download from 1 March. • Reminder regarding inclusion of Councillors' home address: S32A of the Localism Act 2011 stipulates that a councillor's home address must not be shown on public registers of interest unless the individual member explicitly requests publication. The interest must still be declared on the form, but these records will be held by the Monitoring Officer and not displayed on the public register. • In compliance with the above S32A, SWTC has removed Councillor addresses from its website.

14	**Policies – Banking Arrangements May 2027** At the October Finance and Establishment meeting, the committee noted should none of the current bank signatories stand or be re-elected, there may be a period of time where no Councillors are authorised as bank signatories. In this eventuality, Council must be prepared to ensure continuity of business. Committee resolved: *a. To authorise emergency powers to the RFO, Town Clerk and Deputy Town Clerk to allow for payment of invoices in case of need. These powers will only be enacted should no current bank signatories be re-elected in May 2027.* *b. Any use of emergency powers must require at least 2/3 from the RFO, Town Clerk or Deputy Town Clerk to authorise.* *c. Any emergency powers used must be reported to the next Finance & Establishment Committee meeting and any newly elected Councillors will retain oversight of any payments.* d. To amend the following policies/ documents, referencing the above (a-c), emergency powers should need arise: i. Financial Regulations ii. Financial Risk Assessments iii. Internal Control Document Council is recommended to adopt the policies with the changes shown in red text.
15	**Saffron Walden Neighbourhood Plan (NP) Agent** To note officers have met with the agent conducting NP works on behalf of SWTC. A schedule of works will be provided at a future meeting, including an indicative timetable for NP delivery.
16	**Reports from other Meetings** To receive a verbal update from meetings as attended.
17	**Additional Forthcoming Meetings** To receive details of any forthcoming meetings: (a) Saffron Walden Youth Outreach Project - Annual General Meeting Tuesday 10th November 2026 at 7.30pm at Fairycroft House, Saffron Walden Cllr Richard Porch is the Town Council's nominated rep
18	**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

19	**Date and time of Next Meeting** The next meeting is scheduled for **Monday 7th December 2026** at 7.30pm in the Town Hall. Council is asked to note all December meetings are brought forward one week, with only one Planning and Transport Committee meeting. December meetings are therefore confirmed as: Full Council – Monday 7th December 2026 P&T Committee – Thursday 10th December 2026 F&E Committee – Monday 14th December 2026 A&S Committee – Monday 21st December 2026