

ASSET & SERVICES COMMITTEE**SAFFRON WALDEN TOWN COUNCIL**

MINUTES of the ASSETS & SERVICES COMMITTEE held in the COUNCIL CHAMBER of the TOWN HALL on **Monday 22nd October 2018** at 7.30pm

Present: Councillors K Eden, Fairhurst, Gadd, Goddard, Hibbs, Morris, Perry and Shah

Also Present: Lisa Courtney Town Clerk, Terry Frostick, Operations Manager

A & S 491-18	<p>Apologies for absence</p> <p>Apologies were received and accepted from Cllr Coote</p>
A & S 492-18	<p>Declarations of Interest</p> <p>Cllrs Fairhurst and Morris declared generic non-pecuniary interests as District Councillors for Uttlesford District Council (UDC).</p>
A & S 493-18	<p>Public Speaking Time</p> <p>There were no questions or queries arising from members of the public</p>
A & S 494-18	<p>Minutes of the last meeting of the Assets & Services Committee held on 24th September 2018</p> <p>The minutes of the Assets & Services Committee meeting held on 24th September were accepted as a true and accurate record and signed by the Chair.</p>
A & S 495-18	<p>Tourist Information Centre (TIC)</p> <p>Committee noted the report presented by the TIC and expressed its thanks.</p>
A & S 496-18	<p>Saffron Walden Market</p> <p>(a) TRO Update on market days The Town Clerk and Operations Manager updated Committee on the progress of the request to amend the road closures times on market days. A meeting had been held with officers from ECC Highways to confirm the Council's request and to ensure that the closures also considered other, existing TROs in the area. Officers will ensure that Committee remains informed of any further progress or update</p> <p>(b) Market Terms and Conditions It was unanimously agreed to adopt the proposed market terms and conditions subject to the following amendments:</p>

Signed as a true and accurate record

Minutes of Assets & Services Committee 22nd October 2018

	<ul style="list-style-type: none"> (i) Page 3 / Point 11 – to add “without prior written approval” (ii) Page 4 / Point 5 – to add that the pitch will be held open at the discretion of the Council (iii) Page 9 / Point 18, bullet point regarding the sale of alcohol to be amended to “the sale of alcohol is not permitted unless express written permission is given by the Operations Manager which will only be provided in exceptional circumstances or for specific events” (iv) Page 10 / Point 3 – amend to read “if the matter remains unresolved, a further appeal or complaint can be progressed to the Town Clerk who may (at his/her discretion) refer the matter to an appropriate Town Council committee for advice or determination (v) Page 11 / Point 6 – Amend the last sentence to “This would then be conveyed in writing to the stall holder and this decision is final. The trader may appeal to the Town Clerk who will take reference to the process as identified on Page 10 / Point 3” (vi) Page 13 / T & C form to be signed the market trader – to add in box 2 “signed as representative of (name of trader)” (vii) Page 14 / licence application form – amend “Official use only” box to Proof of ID shown Y/N and to then note what that proof of ID was. To further note that the details will be held in accordance with the Town Council’s policies relating to GDPR and data retention.
<p>A & S 497-18</p>	<p>Defibrillator Unit</p> <p>Members considered the report as presented, following discussion it was</p> <p>Resolved:</p> <p>That the Clerk be requested to consider alternative and additional locations and options and to bring forward a report for consideration at a future Committee meeting to include:</p> <ul style="list-style-type: none"> (i) A review of funding opportunities, ie BHF / BID team / others (ii) Alternative locations (iii) A policy which encourages 3rd parties to fund and install defib units (iv) Advice from Mr Paul Doe as 1st Responder based at SW
<p>A & S 498-18</p>	<p>Charges for Venues</p> <p>Committee received and considered a report covering the hire charge for:</p> <p>Golden Acre Community Centre, Town Hall, Cemetery, The Common, Other open spaces, Bandstand / Jubilee Gardens</p>

Signed as a true and accurate record

	<p>It was Resolved:</p> <p>Not to increase prices for any of the above at the present time, noting that the next review would be October 2019</p>
A & S 499-18	<p>Urgent Information Items</p> <p>There were no urgent information items.</p>
A & S 500-18	<p>Date and time of Next Meeting</p> <p>Monday 26th November 2018, 7.30pm Council Chamber, Town Hall, Saffron Walden</p>
A & S 501-18	<p>Confidential Item – Exclusion of Press and Public (Part II meeting)</p> <p>It was Resolved 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.</p> <p>This discussion was held as a confidential item given the sensitivity and personal nature of the matter.</p>
A & S 490-18	<p>To Consider a matter relating to the Saffron Walden Cemetery</p> <p>Committee considered the report regarding a sensitive matter relating to burials and it was</p> <p>Resolved</p> <p>Unanimously to adopt the recommendations in the report.</p>

The Chairman closed the meeting at 8.45pm