

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 via the video conference service Zoom on **Tuesday 4th May 2021** commencing at **7.30pm** (or if later, on conclusion of the preceding Annual Meeting) to transact the business as set out in the agenda below

In accordance with the Coronavirus Act 2020, c. 7, Part 1, Local authority meetings, Section 78 – Members are permitted to be present and attend a meeting without being present in the Council Chamber or together in the same place - extract from Act reads: *“The provision which may be made by virtue of subsection (1)(d) includes in particular provision for persons to attend, speak at, vote in, or otherwise participate in, local authority meetings without all of the persons, or without any of the persons, being together in the same place.”*

Zoom Details:

<https://us02web.zoom.us/j/89450922962?pwd=VTRvZlVQYmNYWGkwMTA1bDJRMExEZz09>

Meeting ID: 894 5092 2962 | Passcode: 537621

One tap mobile

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Dial by your location

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+44 131 460 1196 United Kingdom | +44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom | +44 203 901 7895 United Kingdom

Meetings and the Public

During the period of meetings being conducted remotely and in compliance with the Coronavirus Act 2020, members of the public will still be able to access and participate (during public speaking time) in Town Council meetings.

Town Council meetings will be hosted on the Zoom Platform. Details enabling members of the public to view the meeting and ask questions (under the public speaking time) will be given for each meeting in the introduction as above (see Zoom link on page 1 of this agenda for details)

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, 11 Emson Close, Saffron Walden, CB10 1HL | Website: www.saffronwalden.gov.uk

Recording of meetings

Whilst meetings are being conducted under the Coronavirus Act 2020, meetings will not be recorded.

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

28th April 2021

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>County Councillor Update</p> <p>To receive a written or verbal update and report from Cllr Moran</p>
5	<p>Mayor's Communications</p> <p>To receive a written and/or verbal update from the newly elected Mayor</p>
6	<p>To verify the Minutes of the Town Council meetings as follows: Full Council April 2021 – as attached</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 8th April 2021 (approved minutes) • Planning and Transport 22nd April 2021 (draft minutes) • Finance and Establishment 22nd April 2021 (draft minutes) • Assets and Services 26th April 2021 (draft minutes)
8	<p>Carry Forward Figures for 2021/22</p> <p>To review and consider the proposed carry forward figures from the 2020/21 budget into the 2021/22 budget. Some items for carrying forward are as previously agreed as an integral part of the budget setting process for 2021/22. Reports 8 (a) and (b) (c) refer, with (c) being a revised budget assuming carry forward proposals are approved.</p> <p>Council is requested to note the proposed allocation of £5,000 towards continuance of the crisis fund/Food Bank support; to be renamed "Resilience Fund". The proposed figures and report are commended for adoption by the F & E Committee, as per Min Ref F & E 048-21 (22nd April 2021).</p>

9	<p>Reports from other Meetings</p> <p>To receive a verbal update from meetings as attended.</p>
10	<p>Additional Forthcoming Meetings</p> <p>To receive details of any forthcoming meetings</p>
11	<p>Urgent Information Items</p> <p>Any items to report for information only. This item is included for information sharing only, Council is not permitted to determine matters until this agenda item</p>
12	<p>Date and time of Next Meeting(s)</p> <p>The next meeting is scheduled for Monday 14th June 2021 at 7.30pm</p> <p>This will be a face-to-face meeting as the legislation allowing remote meetings expires on 7th May 2021.</p>