

**SAFFRON WALDEN INITIATIVE LIMITED**  
A company limited by guarantee. Registered Number 03340325

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE COMPANY  
HELD AT THE FRIENDS' MEETING HOUSE, SAFFRON WALDEN, ESSEX,  
ON 15<sup>TH</sup> NOVEMBER 2006**

The following Members present at the meeting signed the attendance sheet:

Jo Burch; Pam Collins; David Corke; Pat Dale; John Ellis; Catherine Flack; Maggie Garland;  
Paul Garland; Beatrice Goldie; Charles Goldie; Alan Hale; Chris Hingston; Ros Hyde;  
Stephen Jones; Helen Larsen; Jackie Plaister; Michael Plaister; John Ready; Peter Riding;  
Sarah Saward; Gordon Smith; Roger Taylor; Rebecca del Tufo; John Whittaker; Barbara Wilcox;  
George Wombwell

Apologies for absence were received from:

Isabelle Antunes; Frances Bol; Malcolm Domb; Isobel Grayson; Janet Greenland; Diane Janssen;  
Phil Janssen; Carole Jones; Chris Knight; Kenneth Mark; Anthony Marris; Sue Rooney;  
Michael Swindlehurst; Jennifer Whyte; Anthony Wood

**Peter Riding was in the Chair and a quorum was present**

**1. Minutes of the Annual General Meeting held on 10<sup>th</sup> November 2005**

The Minutes of the Annual General Meeting of the Company held on 10<sup>th</sup> November 2005 were confirmed as a correct record and approved for signature by the Chairman.

**2. Matters arising from the Minutes**

A member commented that the number of members listed as being present at the meeting held on 10<sup>th</sup> November 2005 was not sufficient to constitute a quorum under the Articles as they then stood. The Chairman explained that the names were of those members who had signed the attendance list; other members had been present who had not signed. He had counted the members present and had satisfied himself that there was a quorum present.

**3. Chairman's Report**

Peter Riding reported that the Initiative membership stood at 147 individual members and around 60 business members. The main theme of his Report was "working in partnership". The Initiative's aim is to improve Saffron Walden by working in partnership with local residents, businesses, non-commercial organisations and public agencies. It was good to remind ourselves that the job of the Initiative is to make things happen, but not necessarily to run everything ourselves. Good examples of partnership working were (a) the creation of Saffron Screen, the community cinema (b) the Town Heritage Trail for which the Initiative had successfully applied for a grant of over £21,000 (c) the WALDEN1647 project for which the Initiative had successfully applied for a grant of £10,000 (d) the Town Centre Improvement Plan which Essex Highways were now funding as an 18 month experiment (e) the Literary Festival for which the Initiative had provided support. The community projects which had been run just by the Initiative were (a) the Late Night Christmas Shopping in December 2005 (b) the annual Litter Pick in June 2005 (c) the Food Fair on the Common in July 2005 (d) Dancing in the Square in August 2005 (e) the hanging baskets in the town centre during the Summer months. Events organised just for Members in the last 12 months had included visits to St Mary's Church Bell Tower; Saffron Walden Museum; Saffron Walden Youth Hostel; Sandyford Vineyard; Carver Barracks; and the Welcome Trust Sanger Institute. The Initiative was developing a new website at: [www.swinitiative.org](http://www.swinitiative.org). Peter closed his report by thanking the Board of Directors - Catherine Flack, Stephen Jones, Helen Larsen, Barbara Wilcox and George Wombwell - plus the Company Secretary, Charles Goldie, and the Treasurer, Pam Collins.

**4. Report by George Wombwell, Chair of the Saffron Walden Business Forum**

George reported that there were now 63 Business Forum members. The main work of the Forum had been divided between liaising with outside bodies and running training sessions. For the former, the Forum had been given presentations by Uttlesford District Council planners, the Town Council Clerk, the Tourist Information Centre, Essex County Council Highways, Audley End Estates and the Huntingdon Town Centre Manager on continental markets. For the latter, the training sessions had been

run mainly by Forum members sharing their expertise. The first anniversary celebration event at the Museum with Sir Alan Haselhurst as the guest speaker had been supported by over 100 guests. George ended by thanking the Forum Vice Chairman, Malcolm Domb, the Market Towns Project Officer, Sarah Saward, and the Forum Secretary, Wendy Fitzsimmons, for their strong support over the past 12 months.

**5. Report by Barbara Wilcox, Chair of the Saffron Walden Partnership Board**

Barbara reported that the Saffron Walden Partnership Board was established in 2005 to steer the work of the Project Officer in implementing the Saffron Walden Healthcheck. It has 2 representatives from each local authority (Town, District and County Councils) and 4 nominated by the Saffron Walden Initiative, currently Catherine Flack, Isobel Grayson, Howard Rolfe, and herself. The board had met 9 times since November 2005. It had supported major projects including Saffron Screen (which won the East of England Market Towns Award), the Heritage Trail, the Market Square proposals, a Public Realm Strategy for Saffron Walden, the Skateboard Park and the Business Forum. The major challenge for the Board during the year had been finding resources to replace the Countryside Agency funding for the Project Officer, which ended in March. UDC had agreed to core fund the post for a further 3 years, subject to the post being renamed "Market Towns Project Officer", and starting to work with Great Dunmow and other main settlements. The Board was grateful for funding also received from Ridgeons, Essex County Council and Saffron Walden Town Council. The Healthcheck was now over 2 years old. To meet funding agencies' requirements for proposals to be based on up-to-date strategies, the Board had started a programme of reviewing the action plan. They had invited key individuals to assist them, and so far had reviewed transport and youth objectives. The Board agreed this summer that it should be established as a limited company so it can apply for and manage project funding directly. The next challenge is to maintain continuity and cover during Sarah Saward's maternity leave. The Board hoped to appoint an interim project officer by Christmas, to allow a handover period before Sarah leaves in March 2007. Barbara thanked Board members, and in particular Sarah McLagan, Executive Programme Manager (Quality of Life) at UDC, who had supported the Healthcheck work since it started. Barbara also thanked Sarah Saward, and wished her well for the next year. Her hard work, energy and enthusiasm had been critical to the delivery of so many successful projects for the town and the communities it serves.

**6. Financial Statements and Directors' and Auditors' Reports for the year ended 31<sup>st</sup> March 2006**

The meeting received and considered the Financial Statements for the year ended 31<sup>st</sup> March 2006 and the Directors' and Auditors' reports on those Statements, and on the proposal of Stephen Jones seconded by Paul Garland it was unanimously resolved:

That the Financial Statements for the year ended 31<sup>st</sup> March 2006 and the Directors' and Auditors' reports thereon be adopted and approved.

**7. Election of Directors**

The following Directors elected at the Annual General Meeting in 2005 offered themselves as candidates for re-election:

Catherine Flack, Stephen Jones, Helen Larsen, Peter Riding, Barbara Wilcox and George Wombwell.

Other candidates for election were:

Christopher Hingston and John Ready.

On the proposal of George Smith seconded by John Whittaker it was unanimously agreed:

(A) That the appointment of the candidates for re-election and election be decided by a single resolution, and

(B) That Catherine Flack, Christopher Hingston, Stephen Jones, Helen Larsen, John Ready, Peter Riding, Barbara Wilcox and George Wombwell be elected Directors of the Company to hold office until the next Annual General Meeting.

**8. Appointment of Auditors**

On the proposal of Rebecca del Tufo seconded by Charles Goldie it was unanimously agreed:

That Shipleys LLP be re-appointed auditors of the Company to hold office until the conclusion of the next Annual General Meeting.

A vote of thanks to Shipleys LLP was proposed by Beatrice Goldie and approved unanimously.

The meeting closed at 9.05pm