



26 April 2021

Dear Sir/Madam,

NOTICE IS HEREBY GIVEN that an ANNUAL MEETING of the WEST MERSEA TOWN COUNCIL will be held on **TUESDAY 4 MAY 2021 at 7.00pm**, via the Zoom application, and you are hereby summoned to transact the business specified hereunder.

Yours faithfully

*Petra Palfreyman*

Petra Palfreyman  
Town Clerk

This meeting will be held via the Zoom platform.

To join this meeting as a member of the public, please select the link below and enter the Meeting ID when prompted:

<https://us02web.zoom.us/j/9871445358>

Meeting ID: 987 144 5358

## **AGENDA**

Chairman to state/request:

- The meeting is being recorded
- That members of the public should remain quiet while the council meeting is in progress
- All participants to select mute whilst not speaking
- Comments and statements made during the public session will be noted but may not be responded to during the meeting. Where appropriate, a response may be made by telephone, email or letter at a later date

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|--------|---|
| 21/086 | Election of Town Mayor and Mayor to make Declaration of Acceptance          |
| 21/087 | Election of Deputy Mayor and Deputy Mayor to make Declaration of Acceptance |
| 21/088 | Vote of Thanks to retiring Mayor  |
| 21/089 | To receive apologies for absence  |
| 21/090 | To record declarations of interests   |
| 21/091 | Public session (15 minutes, 3 minutes per speaker)                          |

Cont...

- 21/092 To receive reports from our County and Borough Councillors
- 21/093 To confirm Minutes of the Council Meeting of 1 April 2021 - Matters arising
- 21/094 To confirm Minutes of the Council Meeting of 22 April 2021 – Matters arising
- 21/095 To consider Planning Applications received
- 21/096 To receive notification of Planning Decisions
- 21/097 To review and consider any amendments needed to West Mersea Town Council documents and policies
- Complaints Procedure
  - Customer Service Standard
  - Fixed Asset Register document and list
  - Freedom of Information
- 21/098 To review the committee Terms of Reference
- 21/099 To agree Committee membership and appoint Committee Chairmen:
- Assets, Facilities and Environment Committee
  - Bradwell Monitoring Committee
  - Cemetery Committee
  - Devolution Committee
  - Finance Committee
  - Personnel Committee
  - Sports & Recreation Committee
  - Transport Committee (joint with CBC)
  - Waterside Forum (joint with CBC)
- 21/100 To agree working group membership and other representatives and Chairmen:
- CALC representative
  - Health & Safety representative
  - ENORI
  - Loft reorganisation
  - Old City Floodgate Group
  - Planning applications
  - Public relations
  - Red lines
- 21/101 To resolve to adopt the General Power of Competence until the next Annual Meeting, as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, having met all the conditions of eligibility, being;
- at least two thirds of the council must hold office as a result of being declared elected (i.e. not co-opted).
  - the clerk must hold a recognised professional qualification (e.g. Certificate in Local Council Administration, Certificate of Higher Education in Local Policy) and have passed the 2012 CiLCA module relating to the general power of competence.

Cont...

- 21/102 To note the following contracts:
- West Mersea Town Council bin collection contract from Colchester Borough Council
  - Danfo toilet cleaning and maintenance
- 21/103 To approve the reappointment of Jan Stobart as the Independent Internal Auditor for 2020/21 costing up to £450
- 21/104 To review the bathing rafts and consider Health & Safety requirements and next actions and to consider the donation of a new bathing raft
- 21/105 Mayor's Notes

-End-