



TOWN COUNCIL MEETING

**Meeting to be held on Thursday 12TH October 2023 at 7pm in the Council Chambers,
10 Melrose Road, West Mersea, Colchester CO5 8JD**

£ = Expenditure decision 🖱️ Resolution required

5th October 2023

Councillors:

You are hereby summoned to attend the meeting of the Town Council for the purpose of transacting the business itemised below.

Members of the Public:

In accordance with The Public Bodies (Admissions to Meetings) Act 1960, members of the public wishing to address the Council have the opportunity to do so during the Public Forum. However, also in accordance with The Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. Members of the public and press are warmly welcomed to attend.

Please do not attend if you are feeling unwell or have any COVID symptoms.

K.Kuderovitch

Karen Kuderovitch, Locum Town Clerk

23/211.	RECORDING OF MEETING Chairman to request anyone present to identify their intention to record the meeting.
23/212.	DECLARATIONS OF INTEREST All Members are to be reminded that they must disclose any interests (pecuniary/nonpecuniary) they have in items of business on the meeting's agenda either at this point or during the agenda item. They are reminded that they will need to repeat their declaration at the appropriate point in the meeting and leave the room if the interest is a prejudicial one. Unforeseen interests must be declared similarly at the appropriate time. If not already done so, they are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting.
23/213.	APOLOGIES FOR ABSENCE 🖱️ Clerk to report and Councillors to vote on the absence and the reasons given.
23/214.	PUBLIC PARTICIPATION A period of up to 15 minutes (maximum of 3 minutes per person) for members of the public to ask questions or submit comments about items on the agenda. Priority will be given to those members of the public wishing to share information relating to items on the agenda.
23/215.	COUNTY AND CITY COUNCILLORS REPORTS To receive reports from our County and City Councillors
23/216.	APPROVAL OF MINUTES 🖱️ To confirm minutes of the Town Council meeting of 14th September 2023
23/217.	JOANNE HUNT – H&S ADVISOR/HEALTH & SAFETY REVIEW Report from the Clerk. Rospa report/CCC report review (Cllr. Jenkins).
23/218.	MERSEA LIGHTS UP 🖱️ Representative to report to Council. Council to consider a donation.
23/219.	POLICIES 🖱️ a) Financial Regulations Members to review and adopt the revised policy: Financial Regulations (item 11.1 h)

	<ul style="list-style-type: none"> b) Grant/Donations Policy Members to review and adopt the revised policy c) Vexatious Policy Members to review and adopt the revised policy d) Press & Media Policy Members to review and adopt the revised policy
23/220.	PLANNING APPLICATIONS 🖱️ <ul style="list-style-type: none"> a) To consider planning applications received (separate document). b) To receive notification of planning decisions.
23/221.	MAYOR'S REPORT
23/222.	CLERK'S REPORT
23/223.	COMMUNITY PROJECTS/EVENTS 🖱️ <ul style="list-style-type: none"> a) Report from the Glebe surveys b) Report on Granny's Garden c) D-Day Working Party – to agree members
23/224.	FINANCE 🖱️ <ul style="list-style-type: none"> a) To approve payments to be made (separate document). b) Town Clerk to report on External Audit. c) Members to review and consider the following expenditure: <ul style="list-style-type: none"> - Colchester Finger Post @ £2,580 & VAT. - Compactor Bin @ Esplanade @ £4,105.00 & VAT. - Defibrillator for Town Council Office @ £350 & VAT. - Erection of Christmas Lights on Lyme Tree (210 metres) @ £850. d) To agree the Hedge Cutting Tender Document – ready for issue on Contracts Finder. Emergency expenditure – risk to public safety - white/yellow road lining (NEPP)- £1,500. e) To appoint an Internal Auditor and arrange a 6 month and end of financial year 23/24 audit. Cost for approval = £510 plus mileage. f) Councillors to sign banking mandates. g) Clerk to report any further finance information.
23/225.	CONTACT FROM RESIDENTS/FREEDOM OF INFORMATION REQUESTS Town Clerk to report.
EXCLUSION OF PRESS AND PUBLIC 🖱️ <i>To RESOLVE that due to the confidential nature of the business to be transacted the public and press be excluded pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960.</i>	
23/226.	VEXATIOUS POLICY 🖱️ Report from the Town Clerk and members to decide course of action.
23/227.	GROUNDS MAINTENANCE CONTRACT 🖱️ Clerk to report. Members to agree on any actions to be taken.
23/228.	PERSONNEL 🖱️ £ The Mayor to report on the appointment of the Town Clerk.