



TOWN COUNCIL MEETING

**Meeting to be held on Thursday 14th September 2023 at 7pm in the Council Chambers,
10 Melrose Road, West Mersea, Colchester CO5 8JD**

£ = Expenditure decision 🖱️ Resolution required

7th September 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

23/192.	RECORDING OF MEETING Chairman to request anyone present to identify their intention to record the meeting.
23/193.	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.
23/194.	APOLOGIES FOR ABSENCE 🖱️ Clerk to report and Councillors to vote on the absence and the reasons given.
23/195.	RESIGNATION/APPOINTMENT OF DEPUTY MAYOR 🖱️ Following the resignation of Paula Moore, Councillors to consider the appointment of the Deputy Mayor position. Vote to be taken. Clerk to report on the publication of the Notice of Casual Vacancy.
23/196.	STANDING ORDERS 🖱️ Motion – Cllr. S. Jarvis. To allow MOPs to speak for up to 3 minutes on any subject. Clerk to advise. A vote to be taken.
23/197.	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.
23/198.	COUNTY AND CITY COUNCILLORS REPORTS To receive reports from our County and City Councillors
23/199.	APPROVAL OF MINUTES 🖱️ a) To confirm minutes of the Council meeting of 3 rd August 2023 b) To confirm the minutes of the Extraordinary Council Meeting of 17 th August 2023
23/200.	PLANNING APPLICATIONS 🖱️ a) To consider planning applications received (separate document).

	b) To receive notification of planning decisions.
23/201.	CLERK'S REPORT
23/202.	MAYOR'S REPORT
23/203.	COMMITTEES/WORKING GROUPS/REPRESENTATIVES 🖱 a) Members to review the document provided by the Town Clerk. Councillors to be given the opportunity to resign or to be appointed. b) Members to approve the Terms of Reference for all Committees.
23/204.	ACTION PLAN 🖱£ Members to review the Action Plan and approve associated budget expenditure for projects.
23/205.	FINANCE 🖱 a) To approve payments to be made (separate document). b) To appoint new signatories to the Unity Trust Bank & to consider the use of Unity Trust Bank as the main account for expenditure/income. c) To consider the opening of a Unity Trust Bank No 2 Account (projects). d) Town Clerk to report on External Audit. e) Members to review the following: <ul style="list-style-type: none"> - Granny's Garden Improvement Project – expenditure of £2,400 for metal fencing works - MISA – expenditure of £795 (condition survey) & £750 (measured floor ground survey) - Newsletter – Members to consider quotations for design & print - Erection of metal fence at WMTC Office - £1434.92 & VAT - Repairs to zip wire £1309.16 & VAT - Provision of sanitary bins in 5 public conveniences £2,232 & VAT - Replacements of litter bins @ Firs Road & Feldy View Cemeteries £2,600 & VAT. - Provision of 2 tablets for Groundsmen @ £130 each. - Installation of 3 bins @ Cemeteries @ £1,050.00 f) To agree the Hedge Cutting Tender Document – ready for issue on Contracts Finder. g) Clerk to report any further finance information.
23/206.	POLICY & PROCEDURE REVIEWS 🖱 To review and agree policies and documents: <ol style="list-style-type: none"> a) Financial Regulations (amendment) b) Vexatious Policy (amendment) c) Community Engagement (new) d) Delegated Powers (new) e) Internal Controls (new) f) GDPR General Privacy Notice (new) g) Press & Media Policy (new)
23/207.	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. No press/members of the public present.</i>	
23/208.	PERSONNEL 🖱£ a) Report from Town Clerk (includes recommendations for consideration) b) Discuss and agree Town Clerk role c) HR Contract – members to review the 2 quotations for a HR Support Contract (£2,508 – 1 year contract & £1,600 – 3 year contract) d) A date to be set for the next Personnel Meeting
23/209.	LAND PURCHASE – COAST ROAD 🖱£ Review & signature of legal documents (2 Councillors). Associated cost to be approved.
23/210.	GROUNDS MAINTENANCE CONTRACT 🖱 Clerk to report. Members to agree on any actions to be taken.