



_TOWN COUNCIL MEETING

**Meeting to be held on Thursday 18th January 2024 at 7pm in the Council Chambers,
10 Melrose Road, West Mersea, Colchester CO5 8JD**

£ = Expenditure decision 🖱️ Resolution required

12th January 2024.

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. Mobile phones to be switched to silent.

Karen Kuderovitch, Town Clerk & RFO

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| 24/1. | RECORDING OF MEETING Chairman to request anyone present to identify their intention to record the meeting. |
| 24/2. | 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. |
| 24/3. | APOLOGIES FOR ABSENCE 🖱️ Clerk to report and Councillors to vote on the absence and the reasons given. |
| 24/4. | 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. |
| 24/5. | COUNTY AND CITY COUNCILLORS REPORTS To receive reports from our County and City Councillors. |
| 24/6. | APPROVAL OF MINUTES 🖱️ To confirm minutes of the Town Council meeting of 7 th December 2023. |
| 24/7. | SANDERLING REACH – COMMERCIAL AREA 🖱️ Town Clerk to report. |
| 24/8. | MAYOR’S REPORT |
| 24/9. | CLERK’S REPORT |

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| 24/10. | <p>APPOINTMENT TO COMMITTEES 🖱</p> <ul style="list-style-type: none"> • Community Assets/Facilities Committee – Town Clerk to report resignation of the Chair. • MISA Representative – Town Clerk to report resignation of a member. • To discuss & agree meeting dates for all Committees for 2024. • Councillors to indicate if they wish to join Committees and members to agree |
| 24/11. | <p>PLANNING APPLICATIONS 🖱</p> <p>a) To consider planning applications received (separate document). b) To receive notification of planning decisions. c) Town Clerk to issue a quick reference Planning document.</p> |
| 24/12. | <p>TOWN CLERK OFFICE FLOOD</p> <p>Town Clerk to report.</p> |
| 24/13. | <p>COASTGUARD COMPOUND 🖱£</p> <p>Members to review the project plan & associated costs supplied by the Town Clerk. Following the advice from the H&S Advisor, members to consider the quotation received for installing finials to the fencing tops @ £1,000. Members to agree the quotation for sanding and painting @ £1,500. Budget to be approved of £8,000.</p> |
| 24/14. | <p>COMMUNITY PROJECTS/ACTION PLAN 🖱</p> <p>a) Web site – Council to allocate £500 for improvements & agree to proceed to a .gov website. b) Compactor Bins – members to approve the purchase of 2 bins (CCC to 50% fund) c) Town Clerk to report on creation of Action Plan. d) Town Clerk to report progress on all other community projects.</p> |
| 24/15. | <p>TRAINING/COUNCILLOR SURGERIES 🖱£</p> <p>a) Town Clerk to suggest dates to be set for in-house Councillor training in February 2024. b) Members to approve Project Management Course for 3 members of staff @ £270 & VAT. c) Councillor Surgeries – members to agree a schedule to commence in April 2024.</p> |
| 24/16. | <p>PROUD OF MERSEA 🖱</p> <p>Town Clerk to report and members to consider suggestions.</p> |
| 24/17. | <p>FINANCE 🖱£</p> <p>a) To approve payments to be made (to be presented at the meeting). b) Review of Finance Report – members to review the Budget for 24/25 and approve the Precept figure for submission to Colchester City Council by 31st January 2024. c) To review recommendations arising from the Finance & Strategy Meeting on 16th January 2024. d) Emergency expenditure – Town Clerk to report. e) Willoughby Car Park post – members to approve expenditure of £1,090 & VAT. f) WMTC Office security – members to consider and approve expenditure for hedge removal @ £520 & fencing @£1434.92. g) WMTC Office – members to approve cost of removing stack pipe @ £670 & VAT. Members to approve an intruder alarm upgrade @ £247.05. h) To approve the quote for the cutting of the allotment hedge (not yet received). i) To approve the quote for the cutting of the Feldy View Woodland Cemetery hedge (not yet received). j) To approve the quote for works to prepare for the biodiversity project at Barfield Road Cemetery (not yet received) k) To approve the quote for 3 x information boards on Coast Road @ £3,490.02 & VAT. l) Clerk to report any further finance information.</p> |
| 24/18. | <p>ANNUAL TOWN MEETING 25TH APRIL 2024 🖱</p> <p>Members to consider key speakers & theme for Annual Town Meeting 25th April 2024</p> |
| 24/19. | <p>CONTACT FROM RESIDENTS/FREEDOM OF INFORMATION REQUESTS</p> |



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| | Town Clerk to report. |
| 24/20. | COUNCILLORS UPDATES Councillors to be offered the opportunity to share information. |
| 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> | |
| 24/21. | LEASES/LAND 🖐️ £ a) Changing Places Lease b) Land at Coast Road – update c) Legal costs budget to be approved for Village Green 241. |
| 24/22. | PERSONNEL 🖐️ £ Town Clerk to report: a) Staff appraisals & handbook. b) Recommendations from Town Clerk to be considered. c) Contact from resident to be discussed and response approved. |