



TOWN COUNCIL MEETING

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

£ = Expenditure decision 🖱️ Resolution required

1st December 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 Locum Town Clerk

23/249.	RECORDING OF MEETING Chairman to request anyone present to identify their intention to record the meeting.
23/250.	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.
23/251.	WELCOME TO CLLR. BOYLAN
23/252.	APOLOGIES FOR ABSENCE 🖱️ Clerk to report and Councillors to vote on the absence and the reasons given.
23/253.	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.
23/254.	COUNTY AND CITY COUNCILLORS REPORTS To receive reports from our County and City Councillors.
23/255.	APPROVAL OF MINUTES 🖱️ To confirm minutes of the Town Council meeting of 9 th November 2023.
23/256.	SANDERLING REACH – COMMERCIAL AREA 🖱️ Councillors to consider the report from City & Country and discuss the proposed options.
23/257.	MAYOR'S REPORT
23/258.	CLERK'S REPORT
23/259.	POLICIES/TERMS OF REFERENCE/COMMITTEES/APPOINTMENT TO COMMITTEES 🖱️

	<ul style="list-style-type: none"> • Reserves Policy. • Meeting Protocol • Home and Hybrid Working policy • Time Off In Lieu (TOIL) policy • Councillors to indicate if they wish to join Committees and members to agree
23/260.	<p>PLANNING APPLICATIONS 📩</p> <p>a) To consider planning applications received (separate document).</p> <p>b) To receive notification of planning decisions.</p>
23/261.	<p>COASTGUARD COMPOUND (PREVIOUSLY REFERRED TO AS GRANNY'S GARDEN) 📩£</p> <p>Town Clerk to report on health & safety assessment. Members to review the project plan & associated costs supplied by the Town Clerk.</p> <p>Members to consider the quotation received for sanding & 2 coats of paint in the same colour @ £1,500.</p>
23/262.	<p>COMMUNITY PROJECTS/ACTIONS 📩</p> <p>a) December Newsletter.</p> <p>b) Web site – Council to consider a quotation for a gov.uk website for a 3 year period.</p> <p>c) Public Conveniences – Town Clerk to confirm Christmas & New Year arrangements.</p> <p>d) Town Clerk to report progress on all other community projects.</p>
23/263.	<p>TRAINING/COUNCILLOR SURGERIES 📩£</p> <p>a) Town Clerk to suggest dates to be set for in-house Councillor training in January 2024. Town Clerk to report on Code of Conduct Training (CCC) & Finance Course (Town Clerk).</p> <p>b) Councillor Surgeries – members to discuss and schedule</p>
23/264.	<p>CHANGE TO OFFICE OPENING TIMES/CHRISTMAS OFFICE CLOSURE</p> <p>Councillors to discuss the removal of Tuesdays – to enable staff to be utilised better. Town Clerk to report on office closure and emergency cover.</p>
23/265.	<p>FINANCE 📩</p> <p>a) To approve payments to be made (to be presented at the meeting).</p> <p>b) Review of Finance Report</p> <p>c) Dates to be set for Finance & Strategy Meeting, Budget & Precept Meeting. Town Clerk to confirm the date for submission to Colchester City Council for 24/25 Precept.</p> <p>d) To review recommendations arising from the Finance & Strategy Meeting on 26th October 2023 as follows:</p> <ul style="list-style-type: none"> • allotment lease – currently £1,100 per quarter. Increase due on 1st January 2024. Recommendation to full council, 5% up to nearest 50p • allotment fees – Recommendation to full council, 5% increase up to nearest 50p • gate licences – 5% increase up to nearest 50p • recommendation from Cemetery Clerk re cemetery fees • car park charges – recommendation to full council – no increase. • £8,000 to address future issues/outstanding junctions needing urgent attention. • £4,000 for footpath maintenance. • £12,000 for bathing rafts (MMO licence would be required). £4,000 already in the budget so an additional £8,000 to be added. • £10,000 for additional compactor bins (working with Colchester City Council matching the cost & installing). • possibility of a Water Bailiff, working with Colchester City Council, with powers to act. A water bailiff would cost around £45,000 and it was proposed £25,000 be added into the budget and



West Mersea
Town Council

	<p>approach Colchester City Council to match fund.</p> <ul style="list-style-type: none">• £5,000 for D-Day 80• newsletters £6,000• £1,000 staff welfare.• £1,000 for Councillor surgeries.• Town Clerk - confirmation of historic donations paid <p>Members to review and consider the following expenditure:</p> <ul style="list-style-type: none">• Donation for 60th anniversary of Colchester Samaritans• Lime Tree works – members to consider 2 quotations <p>e)Emergency expenditure – Changing places drainage @ £1,275 – risk to public safety f)Clerk to report any further finance information.</p>
23/266.	<p>DATES FOR 2024/ANNUAL TOWN MEETING 25TH APRIL 2024 🖱</p> <p>a) Council to agree meeting dates for June – December 2024. b) Members to consider location & theme for Annual Town Meeting 25th April 2024</p>
23/267.	<p>CONTACT FROM RESIDENTS/FREEDOM OF INFORMATION REQUESTS</p> <p>Town Clerk to report.</p>
<p>EXCLUSION OF PRESS AND PUBLIC 🖱</p> <p><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></p>	
23/268.	<p>LEASES/LAND 🖱 £</p> <p>a) Changing Places Lease b) Land at Coast Road - update</p>
23/269.	<p>PERSONNEL 🖱 £</p> <p>Personnel Chair/Town Clerk to report and a recommendation to be considered</p>