



## TOWN COUNCIL MEETING AGENDA

£ = Expenditure decision    📌 Resolution required

**Extraordinary Meeting to be held on Wednesday 12th July 2023 at 7pm in the Council Chambers,  
10 Melrose Road, West Mersea, Colchester CO5 8JD**

7<sup>th</sup> July 2023

### Councillors:

You are hereby summoned to attend the Extraordinary 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.**

*Cllr. S. Weaver*

**Town Mayor**

23/148.	<b>RECORDING OF MEETING</b> Chairman to request anyone present to identify their intention to record the meeting.
23/149.	<b>DECLARATIONS OF INTEREST</b> 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.
23/150.	<b>APOLOGIES FOR ABSENCE</b> 📌 Clerk to report and Councillors to vote on the absence and the reasons given.
23/151.	<b>PUBLIC PARTICIPATION</b> 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.  <b>STANDING ORDERS REFERENCE (ITEM 3):</b> e) Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. f) The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting. g) Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.

	h) In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given. Please note that once the public session is closes members of the public cannot participate, unless in exceptional circumstances, approved by the Chairman.
23/152.	<b>COUNTY AND CITY COUNCILLORS REPORTS</b> To receive reports from our County and City Councillors
23/153.	<b>APPROVAL OF MINUTES</b> 🖱️ a) To confirm minutes of the Council meeting of 23rd March 2023. b) To confirm minutes of the Extraordinary Council meeting of 26th April 2023. c) To confirm minutes of the Council meeting of 20th June 2023. d) To confirm minutes of the Extraordinary Council meeting of 29th June 2023.
23/154.	<b>PLANNING APPLICATIONS</b> 🖱️ a) To consider planning applications received. b) To receive notification of planning decisions.
23/155.	<b>FINANCE</b> 🖱️ a) To approve payments to be made. b) Clerk to report and further finance information. c) Members to review Internal Audit. d) Clerk to report in External Audit. e) Confirmation of the dates of the period for the Exercise of Public Rights. f) Clerk to report emergency expenditure (approved by the Chair).
23/156.	<b>POLICY &amp; PROCEDURE REVIEWS</b> 🖱️ To review and agree policies and documents: a) Freedom of Information Policy b) Financial Regulations c) Standing Orders d) Vexatious Policy e) Closed Circuit TV (CCTV) Policy f) Drone Usage Policy g) Gate Access Licence Agreement
23/157.	<b>NEIGHBOURHOOD PLAN</b> To receive a report about the application and effectiveness of the Neighbourhood Plan to date.
23/158.	<b>MISA AND WEST MERSEA TENNIS CLUB LEASE</b> To receive an update on MISA and West Mersea Tennis Club lease
23/159.	<b>VILLAGE GREEN 241</b> 🖱️ £ a) To receive an update on VG241 b) To approve expenditure of up to £100 for the VG241 sign
23/160.	<b>STUMP REMOVAL</b> 🖱️ £ To agree removal of tree stumps from West Mersea Park, Firs Road Cemetery, Parish Churchyard, Willoughby car park, Seaview car park and Glebe Recreation Ground, at a cost of £2,250
23/161.	<b>WEST MERSEA PARK</b> 🖱️ £ a) Basket Swing; to consider and agree moving to a different location b) Single Point Swing and Sling Rotator; to approve replacement parts c) Twin Swing; to consider and agree replacing swing seats
23/162.	<b>COMMUNITY WORKS/ISSUES</b> 🖱️ £ a) To agree installation of Compactor bin in School Gardens, at a cost of £250 b) To agree laying a concrete pad for litter bin in Reymead Meadow, at a cost of £180 c) To agree installation of Memorial bench at Glebe Recreation Ground, at a cost of £250 d) To agree installation of Memorial benches at various locations, at a cost of £135 each e) To agree chipping of brash/logs at West Mersea Park and Glebe Recreation Ground, at a cost of £400 f) To consider an application for bootcamp at Glebe Recreation Ground and agree charges.

23/163.	<b>OFFICE SUNDRIES</b> 🖱️ £ To consider the purchase of provisions for visitors and staff.
23/164.	<b>GROUNDS MAINTENANCE</b> 🖱️ £ To consider spending up to £500 per annum for verge cutting.
23/165.	<b>MAYOR'S REPORT</b>
23/166.	<b>EXCLUSION OF PRESS AND PUBLIC</b> 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.
23/167.	<b>TOILET CONTRACT</b> 🖱️ £ a) To discuss and agree options for renewing the toilet contract, expiry date 30th August 2023. b) Contract, employee/maintenance/supplies.
23/168.	<b>LAND AT COAST ROAD</b> 🖱️ £ To review next steps and agree expenditure.
23/169.	<b>PERSONNEL</b> 🖱️ £ a) To agree the appointment of a Locum Clerk. b) To receive a report from the Locum Clerk.