

Join Zoom Meeting

<https://us02web.zoom.us/j/81771069863?pwd=dE9PdVF0RnlrQ0c2RDQxQmwrSjhBUT09>

Meeting ID: 817 7106 9863

Passcode: 667105

Chairman: Councillor Jim Devlin

29th October 2020

Dear Sir or Madam,

You are hereby summoned to attend a meeting of the **Town Council** to be held remotely in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 **on Thursday 5th November 2020 at 7pm** when the under mentioned business is proposed to be transacted.

Joining instructions for the Zoom meeting will also be sent to members via separate email.

Yours faithfully,

Deborah Tonkiss
Town Clerk

Chairman: Cllr J Devlin
Vice-Chairman: Cllr J Clark
Councillors: A Adshead, R Clark, M Dear, C Dyer, J Henshaw, K Herlock,
L Mitchelmore, M Moore, K Mordecai, C Roberts, M Roessler,
D Spencer, G Talbot, A Talboys, M Thomas, J Tutton

AGENDA

- 1. Apologies for Absence**
- 2. Members to declare any interest with regard to items on the Agenda and to receive and consider any applications for dispensation**
- 3. Co-Option**
Members are reminded that there are two vacant seats – one in East Ward and one in West Ward. Applications for co-option are attached herewith in a report for member's consideration. If in attendance the new member to sign Declaration of Acceptance of Office (virtually) and take their place at the Council meeting. **(co-option report herewith)**
- 4. Public participation session with respect to items on the agenda**
Questions and comments about any item on the Agenda to be submitted to the Town Clerk in writing at least one working day prior to the meeting.

5. **Town Council Minutes**
(a) to receive and consider the minutes of the Town Council meeting held on 11th August 2020 **(copy previously circulated)**
(b) to approve the signing of the minutes as a correct record
6. **Chairman's Report** **(to be circulated)**
7. **Committee Meetings**
To receive and consider the following minutes:

(a) Health, Well-Being and Environment Committee meeting held on 13th October 2020 **(copy herewith)**

(b) Finance & General Purposes Committee meeting held on 22nd October 2020 **(copy herewith)**
8. **Planning Meetings to be held via Zoom**
Members to consider a proposal from Cllr Mitchelmore, Chairman of the Planning Committee, to commence virtual planning committee meetings. This is to ensure transparency and that members of the public have an opportunity to attend the meetings either to observe or address the committee. If planning meetings resume members are also asked to consider the frequency bearing in mind that there are now three weeks between receipt of application and determination date.
9. **Annual Review of Standing Orders**
Members to undertake the annual review of Standing Orders.
(electronic copy only herewith)
10. **Preparation for Remembrance Sunday 8th November**
Members to consider arranging an inspection and "sweep up" of the leaves at the War Memorial on either Saturday evening or early Sunday morning prior to the Remembrance Ceremony at 11am.
11. **Items for Information**
(a) Community Special Constables report on status of applications from Essex Police **(herewith)**
(b) **Public Consultation & Public Sector Surveys**
The Committee on Standards in Public Life has recently launched a consultation as part of its review into the institutions, processes and structures in place to support high standards of conduct. Responses are required by 17.00 on 4th December 2020. **(details herewith)**
12. **Consideration of Material for Press Release/Social Media**

The Public and Press are cordially invited to attend remotely
Please contact the Town Clerk for joining instructions

Copies of the reports can be obtained from the Town Council Office