

Chairman: Councillor Jim Devlin

8th June 2018

Dear Sir or Madam,

You are hereby summoned to attend a meeting of the **Town Council** to be held in **The Coach House, Crown Yard on Thursday 14th June 2018 at 7.00pm** when the under mentioned business is proposed to be transacted.

Yours faithfully,

Deborah Tonkiss
Town Clerk

Chairman: Cllr J Devlin
Vice-Chairman: Cllr J Clark
Councillors: A Adshead, R Chapman, R Clark, M Dear, C Dyer, D Hayden, J Henshaw, L Mitchelmore, M Moore, C Roberts, M Roessler, D Spencer, G Talbot, A Talboys, M Thomas, F Tomlin, 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. **Public participation session with respect to items on the agenda and other matters that are of mutual interest**
Members of the public to be invited to speak on any matters contained within the agenda.
4. **Town Council Minutes**
(a) to receive and consider the minutes of the Annual Town Council meeting held on 10th May 2018 **(copy previously circulated)**
(b) to approve the signing of the minutes as a correct record
5. **Chairman's Report**
To receive the Chairman's report on events attended since the last Council meeting **(to be circulated)**

6. Committee Meetings

To receive and consider the following minutes:

(a) Planning Committee meetings held on 22nd May **(copy previously circulated)** and 5th June 2018 **(copy herewith)**

(b) Environment Committee meeting held on 29th May 2018 **(minutes previously circulated plus costing for the public toilet herewith)**

(c) Finance & General Purposes Committee meeting held on 7th June 2018 **(copy herewith)**

7. Training Courses

(a) members to receive and consider the full list of EALC Training Courses for 2018. As a reminder, £860 remains in the councillor training budget for 2017/18. **(copy herewith)**

8. Approval of Annual Governance Statement

The Council to consider and approve by resolution the Annual Governance Statement. **(See Section 1 Annual Return - herewith)**

9. Approval of Annual Return 2017-18

Members are requested to action the following: **(See Section 2 Annual Return - herewith):**

(a) consider the Accounting Statements for 2017-18

(b) approve the Accounting Statements by resolution; and

(c) ensure the Accounting Statements are signed by the Chairman

10. Items for Information

Members to receive the following:

(a) BBC are currently undertaking a Community Governance Review to consider the electoral arrangements of local councils in the Basildon borough and whether these arrangements remain appropriate and fit for purpose. The deadline for representation from interested parties is 31st July 2018.

(copy of Terms of Reference herewith)

11. Consideration of Items for Social Media/Press Release

12. Questions from the Press and Public

The Public and Press are cordially invited to be present

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