

Chairman: Councillor Jim Devlin

1st November 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 8th November 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. **Co-Option to seat in South West Ward**
An application for co-option is attached herewith for member's consideration. If in attendance the new member to sign Declaration of Acceptance of Office and take their place at the Council meeting. **(See Appendix 1)**
4. **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.
5. **Town Council Minutes**
(a) to receive and consider the minutes of the Town Council meeting held on 20th September 2018 **(previously circulated)**
(b) to approve the signing of the minutes as a correct record.

- 6. Chairman's Report**
To receive the Chairman's report on events attended since the last Council meeting. **(to be circulated)**
- 7. Committee Meetings**
To receive and consider the following minutes:
- (a) Planning Committee meetings held on 25th September, 9th and 23rd October **(previously circulated)** and 6th November 2018 **(to be circulated)**
- (b) Environment Committee meeting held on 16th October 2018 **(previously circulated)**
- (c) Finance & General Purposes Committee meetings held 1st November **(herewith)** and 8th November 2018 **(available at meeting)**
- 8. Courses and Conferences**
- (a) EALC - Members to receive and consider details of:
- (i) Police & Fire Conference on 25th November 2018 **(details herewith)**
- (ii) Courses from January 2019 **(details herewith)**
- (b) NALC Spring Conference - London 11th February 2019 **(programme herewith)**
- 9. External Auditor review of the Annual Governance & Accountability Return for year ended 31 March 2018**
Members to receive and consider a copy of Section 3 and note there was a typo in Box 7 which will need to be amended in next year's AGAR. No other except for matters were reported. **(herewith)**
- 10. Community Governance Review 2018**
Members to receive and consider the proposals from Basildon Borough Council, and determine the Council's response (if any). Members to note the closing date for the public consultation is 31st December 2018. **(herewith)**
- 11. Community Special Constables Update**
Members to receive the latest update from Essex Police **(spreadsheet attached)**
- 12. Agents Boards Xmas Lights**
Grace and Rose are kindly providing 15 boards to advertise the Christmas Lights Switch On. Members are asked to inform the Town Clerk if they are prepared to display a board in their front garden to help publicise the event.
- 13. Items for information**
- (a) The Civic Service will be on Sunday 10th March 2019 at the United Reform Church.

14. **Consideration of Items for Social Media/Press Release**
15. **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