

Chairman: Councillor Jim Devlin

19th July 2019

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 25th July 2019 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, J Henshaw, K Herlock, L Mitchelmore, M Moore, K Mordecai, C Roberts, M Roessler, D Spencer, G Talbot, A Talboys, M Thomas, F Tomlin, J Tutton

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## 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 13th June 2019 **(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 **(copy to be circulated)**

**6. Committee Meetings**

To receive and consider the following minutes:

- (a)** Planning Committee meetings held on 25th June, 9th July **(copies previously circulated)** and 23rd July 2019 **(to be circulated)**
- (b)** Environment Committee meeting held 2nd July 2019 **(copy previously circulated)**
- (c)** Finance & General Purposes Committee meetings held on 20th June 2019 **(copy herewith)**

**7. Training Courses**

Members to consider the following:

- (a)** list of EALC Training Courses for 2019 **(herewith)**
- (b)** EALC are offering a free half day Adult Mental Health First Aid Training Course (funded by ECC) which would be held at the Town Council offices from 9am - 1.15pm. Members to consider whether this is of interest.

**8. Signing of New Build Contract with A W Hardy**

Further to the recommendation under minute 31 from Finance & General Purposes Committee 18th July 2019 members to receive and consider the contract to build with AW Hardy and to approve the following:

- (a)** the amount and terms of the contract; and
  - (b)** that in accordance with Standing Order 23 the contract is signed by the Chairman and Vice-Chairman and witnessed by the Town Clerk.
- (contract and financial documents to be circulated prior to meeting - electronic copy only)**

**9. Annual Review of Standing Orders**

Members to undertake the annual review of Standing Orders.

**(electronic copy herewith)**

**10. Items for Information**

- (a)** Community Special Constables report on status of applications from Essex Police **(herewith)**
- (b)** Minutes of the Chelmsford and Basildon Transport Meeting held on 4th June **(herewith)**
- (c)** Visit from Police, Fire and Crime Commissioner to engage with local residents will take place on 19th November at the Mary Magdalen Church, 7.30pm-9.00pm
- (d)** ECC has announced that further to the recent consultation all libraries are to remain open

**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 - reports can be obtained from the Town Council office**