

Chairman: Councillor Jim Devlin

20th September 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 26th September 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

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 25th July 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 6th and 20th August, 3rd September **(copies previously circulated)** and 17th September **(copy herewith)**

(b) Environment Committee meeting held 10th September 2019 **(copy previously circulated)**

(c) Finance & General Purposes Committee meetings held on 19th September 2019 **(copy herewith)**

7. Training Courses

Members to consider the following:

(a) list of EALC Training Courses for 2019/20 **(herewith)**

8. Best Practice Recommendations of the Committee on Standards in Public Life's Report on Local Government Ethical Standards

Paul Burkinshaw, Assistant Director of Corporate Services at BBC has requested that the items below are brought to member's attention:

(a) an area of Best Practice relevant to local councils specifically has been identified during a review of ethical standards by the Committee on Standards in Public Life. Best Practice 11 states the following:

Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council as a whole, rather than the clerk in all but exceptional circumstances (including where a complaint may be made against the Chairman)

BBC have amended their complaints procedure to include guidance on this and members are requested to review the proposed revisions **(attached herewith)** and submit any comments to BBC by 2nd October.

(b) Implications of Court Case - Harvey v Ledbury Town Council **(report attached)**

9. EALC Initiative - Health & Wellbeing Committees

The EALC are encouraging local councils to provide Health and Wellbeing plans for their communities. The five key areas of concern are learning disabilities, mental health, social isolation, activity and diet, obesity. Members are asked to consider whether;

(a) the Town Council should set up a Health and Wellbeing Working Party or if it already engages with this under existing committees; and

(b) if any member would like to get more involved they can apply to sit on the EALC Health and Wellbeing Board, please contact the Town Clerk for further details

10. Items for Information

(a) Community Special Constables report on applications from Essex Police
(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 -
reports can be obtained from the Town Council office**