

Chairman: Councillor Jim Devlin

30th January 2020

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 6th February 2020 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, 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 Town Council meeting held on 19th December 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 30th December 2019, 14th January 2020 **(copies previously circulated)** and 28th January 2020 **(copy herewith)**

(b) Health, Well-Being and Environment Committee meeting held on 21st January 2020 **(copy previously circulated)**

(c) Finance & General Purposes Committee meetings held on 9th and 27th January 2020 **(copy previously circulated)**, and 30th January 2020 **(copy to be circulated)**

7. Training Courses

Members to receive and consider details of:

(a) the full list of EALC Training Courses for 2020 **(copy herewith)**

(b) the launch of two new EALC online training courses -
(i) Introduction Module to Health and Safety - £14 **(details herewith)**
(ii) Data Protection Essentials (GDPR) - £14 **(details herewith)**

8. Community Special Constables

Members to receive an update from Essex Police as to the status of applications. **(copy herewith)**

9. Speaker for Annual Town Meeting

Members to put forward/consider suggestions for a speaker for the Annual Town Meeting on 30th April 2020

10. VE Day 75

Members to consider whether the Town Crier should be asked to undertake the Cry for Peace reading at 7pm on Friday 8th May (Bank Holiday) to mark the 75th Anniversary of VE Day.

11. Meeting Dates 2019-20

To receive and approve dates of the Committee and full Council meetings between May 2020 and June 2021 **(list herewith)**

12. Items for Information

(a) The next Larger Local Councils Forum is on 26th February 2020 hosted by Halstead Town Council

13. Consideration of Items for Social Media/Press Release

14. 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