

Chairman: Councillor Jim Devlin

13<sup>th</sup> March 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 19<sup>th</sup> March 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

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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 Town Council meeting held on 6<sup>th</sup> February 2020 **(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 11<sup>th</sup> and 25<sup>th</sup> February (**copies previously circulated**) and 10<sup>th</sup> March 2020 (**copy herewith**)

(b) Health, Well-Being and Environment Committee meeting held on 3<sup>rd</sup> March 2020 (**copy previously circulated**)

(c) Finance & General Purposes Committee meeting held on 12<sup>th</sup> March 2020 (**herewith**) (**copies of Risk Assessment, Asset Register and Terms of Reference for approval - electronic copies only**)

**7. Training Courses**

Members to receive and consider details of:

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

(b) BBC has arranged a Member training and development session on the Code of Conduct and standards on Wednesday 3<sup>rd</sup> June 2020 at 7pm in St George's Suite at the Basildon Centre. All local councillors are invited to attend alongside Borough Councillors

(c) The Essex PFCC is piloting a scheme for free training to businesses and organisations across Essex about tackling domestic violence (**overview attached**). Members to consider whether this is something the Town Council should participate in.

**8. Coronavirus Pandemic Management**

The Town Council is advised that in addition to having a business continuity plan, there is a need to have a separate pandemic procedure, as in circumstances where a public health emergency is confirmed the effects of the pandemic could last many months. Members are asked to consider extending the delegation of Council decisions to the Clerk during any period of restricted activity declared by the Government in respect of the Covid-19 virus. Such delegation to enable the council to fulfil its responsibilities to its residents.

**9. Community Special Constables**

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

**10. Code of Conduct**

Members are asked to:

(a) consider the revised Code of Conduct as provided by Basildon Borough Council (**copy herewith – with changes highlighted**) which was approved by BBC members on 16 January 2020.

(b) approve and adopted this revised version.

**11. VE Day 75**

The MHCLG (Ministry for Housing Communities and Local Government) are asking local councils to participate in celebrations within their communities. Cllr Devlin proposes that for the Bank Holiday Weekend (8<sup>th</sup>-10<sup>th</sup> May) the Town Council lights the War Memorial with red, white and blue lights and our electrician has advised this can be easily achieved with the use of coloured gel filters.

**12. Distribution of Collection taken at Civic Service**

Members are asked to decide which charities should receive donations from the Civic Service collection of £321.75. Father Dan from The Most Holy Redeemer Catholic Church has suggested that a fitting recipient would be the Brentwood Catholic Children's Society (BCCS) which works across Essex and East London both with Catholics and non-Catholics supporting families and children in schools who are experiencing difficulties in their lives.

**13. Twinning Memorabilia in Coach House**

Due to Health and Safety issues, plus anticipated usage of the new building members are advised that the Town Council will no longer be able to provide display/storage facilities following the move. Members to formally approve that the Twinning Associations are therefore advised of this and asked to relocate their memorabilia to an alternative location in the summer.

**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