

Minutes of the Annual Town Council meeting
Held in the Coach House, Crown Yard
On Thursday 10th May 2018 at 7.00 pm

Present: Chairman: Cllr J Devlin
Vice-Chairman: Cllr J Clark

Councillors: A Ahead, R Chapman, R Clark, M Dear, J Henshaw,
L Mitchelmore, M Moore, C Roberts, M Roessler,
D Spencer, G Talbot, F Tomlin, J Tutton

Also present: the Town Clerk

- 1. Election of Chairman for the Ensuing Municipal Year**
Cllr Devlin was proposed by Cllr Moore and seconded by Cllr Tomlin and as there were no other nominations it was:

Resolved: that Cllr Jim Devlin be elected Chairman for the ensuing municipal year.

- 2. Statutory Declaration of Acceptance of Office**
Cllr Devlin made the Statutory Declaration of Acceptance of Office.

In the chair Cllr Devlin

- 3. Appointment of Vice-Chairman for the Ensuing Municipal Year**
Cllr Clark was proposed by Cllr Spencer and seconded by Cllr Tutton

Resolved: that Cllr Jo Clark be appointed Vice-Chairman for the ensuing municipal year.

- 4. Apologies for absence**
Apologies for absence were received from Cllrs Dyer, Hayden, Talboys, Thomas and Borough and County Cllr Dr R Moore

- 5. Declaration of Interest with regard to items on the Agenda**
None.

- 6. Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.**
None.

- 7. Previous Chairman's Report**
Cllr Devlin presented a report on events he had attended since mid-March. Cllr Tomlin proposed that as Cllr Mitchelmore was instrumental in persuading Basildon Borough Council to remove Frith Wood from the Local Plan that she receive a vote of thanks, to be recorded in the minutes.

Resolved: that the above information is noted.

- 8. Chairman's Allowance**
Members were informed that in accordance with the Local Government Act 1972 s. 15(5) and further to the Town Council meeting held on 14th December 2017 the Chairman's Allowance for the 2018/19 financial year would be £450.00. Cllr Devlin

proposed that he would not draw this as an allowance, and would use it for expenditure on Council business. Seconded by Cllr Dear.

Resolved: that the Chairman's allowance of £450 remains in the budget for 2018-19 to be spent at the Chairman's discretion.

9. Appointment of Members to serve upon Committees

Members were informed that the Chairman and Vice-Chairman shall be ex-officio members of every Committee. A list detailing member's membership preferences was presented to all councillors. A ballot was held to determine the members of Finance & General Purposes Committee due to it being oversubscribed. The other Committees had the required or below required number of members.

Resolved: that members be appointed to Committees as per the attached list (Appendix A).

10. Working Parties, Project Groups and Sub-Committees

Members considered the current list of groups and the listing of member's membership preferences.

Resolved: (i) that members be appointed to Working Parties, Project Groups and Sub-Committees as per the attached list (Appendix A)

11. Appointment of Members to Represent the Town Council on Outside Bodies

Members had previously received a list of all outside bodies the Council has representation on.

Resolved: that members be appointed to the outside bodies as per the attached list (Appendix B)

12. Political Affiliation of Councillors

Members considered a proposal from Cllr Devlin that political affiliations (if any) should be shown on the website under councillor profiles. Discussion took place and it was agreed that it was not appropriate as it is already recorded on the Register of Member's Interests which can be viewed online, and therefore it was;

Resolved: that political affiliations are not shown under the Councillor profile on the website.

13. Bank Signatories

Members were advised that since April 2016 Cllrs Devlin, Dyer, Moore and Spencer and the Town Clerk are authorised signatories for all bank accounts (in accordance with the relevant mandates). and that the Town Clerk, Cllrs Moore and J CLark are in the process of becoming signatories for the Saffron Building Society Corporate Deposit accounts.

Resolved: that there is no change to the current account signatories.

14. Keyholders - The Loft and Coach House

It was noted that at the present time the following are authorised keyholders:

Cllr J Devlin (Office only)
Cllr M Moore (Office and Coach House)
Cllr J Clark (Coach House only)
Cllr A Adshead (Coach House only)
Mrs D Tonkiss (Office and Coach House)

Mrs D McCarthy (Office and Coach House)
Mr M Rawlison, cleaning contractor (Office and Coach House)

Resolved: that there is no change to the current key holders.

15. Minutes of the Town Council Meeting held on 8th March 2018

Members (a) received the minutes of the Town Council meeting held on 8th March 2018 and (b) approved the signing of the minutes as a true record

Resolved: that the minutes of the meeting held on 8th March 2018 be approved and adopted.

16. Minutes of the Annual Town Meeting held on 3rd May 2018

Members received the minutes of the Annual Town Council meeting held on 3rd May 2018.

Resolved: that the minutes of the Annual Town Meeting held on 3rd May be approved.

17. Committee Meetings

(a) Planning Committee

Cllr Mitchelmore presented the minutes of the Planning Committee meetings held on 13th and 27th March, 10th and 24th April and 8th May 2018. She informed members that the local plan sub-group has sent a letter to Greater Anglia regarding concerns over the capacity on the Southend Victoria train line, which has not yet been responded to. She thanked the Councillors that supported her at the recent BBC Infrastructure, Development and Growth Committee where she spoke about Frith Wood.

Members considered a Recommendation from 8th May that the Town Council restocks their six salt bins prior to next winter. Cllr Dear asked about the cost of this and was informed it would be between £800-£1,000.

Cllr Clark thanked Cllr Mitchelmore for the vast amount of work she had undertaken in reviewing the documents and preparing the Council's response to the National Planning Policy Framework consultation.

RESOLVED: that the Town Council's six salt bins are restocked.

(b) Environment Committee

Cllr Moore presented the minutes of the Environment Committee meeting held on 3rd April 2018. She advised members that the High Street Litter Pick was taking place on 19th May at 9.30am. ECC Highways has given permission for an electricity supply to be taken from a lamp column to illuminate the War Memorial and quotes are currently awaited from ECC approved ICPs. The Committee has approved in principle the purchase of two There But Not There Tommy's which will be displayed at the War Memorial every November. Provided permission is granted by BBC for their installation the Finance & General Purposes Committee will look at purchasing them via crowdfunding. Following a recommendation under Minute 94, it was:

RESOLVED: that the £4,500 remaining in the 2017/18 budget line for Jim Shields garden be placed in Earmarked Reserves to fund a future project.

(c) Finance & General Purposes Committee

Cllr Adshead presented the minutes of the F&GP Committee meetings held on 12th April and 2nd May 2018. He advised that the combined Annual Report/Town Crier had now gone out to residents and thanked Cllrs Dear and Tomlin for their input. Ingleton Wood have come back with a revised design for the Chantry Way Centre and the application to demolish has gone into BBC. There will be a meeting with members of F&GP and the architects on 11th May to discuss the new designs. The Committee decided against participating in the Mayflower 400 project due to the cost. The 2nd May meeting was held to authorise the costs for the surveys that are required due to the demolition. These are needed as part of the building process or to establish that there are no impediments to the build. The Tender Specification for demolition has been prepared by Ingleton Wood and will go out to tender once points raised by the Committee have been addressed by Ingleton Wood.

Resolved: that the minutes of all the above meetings be approved and adopted.

18. Courses and Conferences

Members received and considered a list of forthcoming courses from the EALC. Cllr Dear suggested that rather than deciding now, that new councillors should contact the Town Clerk if they would like to attend any of the courses.

Resolved: information noted

19. Re-appointment of Internal Auditor

In accordance with Financial Regulation 2.5 members were asked to consider and approve the re-appointment of Heelis and Lodge as internal auditors for the financial year 2018-19

Resolved: that Heelis and Lodge be re-appointed as internal auditors for 2018-19.

20. Review of Complaints Procedure

In accordance with Standing Order 5 j(xii) members considered the complaints procedure and it was therefore:

Resolved: that following review the above document be retained with no amendments.

21. Items for Consideration for Press Release/Social Media

(a) Cllr Devlin and Cllr Clark re-elected as Chairman and Vice-Chairman for the new municipal year.

22. Items for Information

Members received details of the revised Community Special Constables scheme.

Resolved: Information noted.

23. Questions from the Press and Public

None.

The Chairman closed the meeting at 7.55pm

Cllr DevlinDate.....
Chairman