

Minutes of the Annual Town Council meeting
Held in the Coach House, Crown Yard
On Thursday 2nd May 2019 at 7.00 pm

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

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

Also present: the Town Clerk and three members of the public

1. Election of Chairman for the Ensuing Municipal Year

Cllr Jim 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 Jo Clark was proposed by Cllr Spencer and seconded by Cllr Dyer.

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

4. Apologies for absence

Apologies for absence were received from Cllr Talboys and Borough and County Cllr Dr R Moore.

5. Declaration of Interest with regard to items on the Agenda

None.

6. Co-Option

Three candidates presented themselves for co-option to the vacant seat in East Ward. A vote took place, with the successful candidate having to receive at least 50% of the votes cast by those members present and voting.

Resolved; that Kim Mordecai be elected to East Ward.

The new member signed their Declaration of Acceptance of Office and took their seat.

7. Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.

None.

8. Previous Chairman's Report

Cllr Devlin presented a report on events he had attended since the last meeting in March.

Resolved: that the above information is noted.

9. 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 13th December 2018 the Chairman's Allowance for the 2019/20 financial year would remain at £450.00. Cllr Devlin said that he would not draw this as an allowance, and would use it for expenditure on Council business.

Resolved: that the Chairman's allowance of £450 remains in the budget for 2019-20 to be spent at the Chairman's discretion.

10. 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. All Committees had the required or below required number of members.

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

11. Working Parties, Project Groups and Sub-Committees

Members considered the current list of groups and the listing of member's membership preferences. Where there are not enough members the working parties will be rolled back into their relevant Committees.

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

12. 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)**

13. Bank Signatories

Members were advised of the following authorised signatories for the Council's accounts:

Barclays Bank - Cllrs J Devlin, C Dyer, M Moore, D Spencer and the Town Clerk

Saffron Building Society - Cllrs J Clark, M Moore and the Town Clerk

Bank of Scotland - Cllrs J Clark, C Roberts, G Talbot and the Town Clerk

Resolved: information noted and that there are no changes to current 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 Rawlingson, cleaning contractor (Office and Coach House)

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

15. Minutes of the Town Council Meeting held on 14th March 2019

Members (a) received the minutes of the Town Council meeting held on 14th March 2019 and (b) approved the signing of the minutes as a true record

Resolved: that the minutes of the meeting held on 14th March 2019 be approved and adopted.

16. Minutes of the Annual Town Meeting held on 25th April 2019

Members received the minutes of the Annual Town Council meeting held on 25th April 2019.

Resolved: that the minutes of the Annual Town Meeting held on 25th April 2019 be approved.

17. Committee Meetings

(a) Planning Committee

Cllr Mitchelmore presented the minutes of the Planning Committee meetings held on 19th March, 2nd, 16th and 30th April. She informed members that they had seen an increase in applications over the last couple of meetings. Between 17th April and 17th May there are a large number of road closures in the Queens Park area, and the Committee had no comment to make on Basildon Council's sex establishment licensing policy review consultation.

(b) Environment Committee

Cllr Moore presented the minutes of the Environment Committee meeting held on 9th April 2019. She advised members that the War Memorial repaving has now taken place and that the repointing is to be done by Bakers of Danbury in the next two to three weeks. She drew members attention to Dementia Action Week taking place from 15th to 21st May, and the provision of a dementia friendly garden in the town will be considered at the next Environment Agenda.

(c) Finance & General Purposes Committee

Cllr Adshead presented the minutes of the F&GP Committee meeting held on 18th April 2019. He presented a recommendation that the following amounts are moved to Ear Marked Reserves:

(i) £4,540 for Jim Shields Garden, and; (ii) £10,000 for skatepark replacement

Resolved: that the above amounts are transferred to Ear marked Reserves.

Cllr Adshead informed members that the end of year audit had taken place and that the accounts were tabled for sign off later in the meeting. The application has been submitted to the PWLB for the new building loan and there were five tenders received for the build project. The lowest two are being evaluated by Ingleton Wood to find ways of reducing the build cost. A number of options have been identified which have yet to be presented to F&GP. Ingleton Wood are talking to the contractor to find out exactly how much these changes will reduce costs by. Cllr Dear asked if the loan amount could be increased so as not to compromise the building. Cllr Tomlin said it was very important not to go overboard with the costs, and Cllr Devlin advised it was best to wait and see what comes out of the discussions between Ingleton Wood and the contractors. A letter is being sent to John Baron MP asking him to make representation to BBC regarding their withdrawal of the LCTS grant and

the other Basildon parishes are being asked to follow suit and put pressure on their MPs also.

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

18. Courses and Conferences

Members received and considered the following:

- a) a list of forthcoming courses from the EALC
- b) BBC member training on Code of Conduct on 4th June at The Basildon Centre
- c) Winter Highways Briefing on 2nd October at Foakes Hall, Great Dunmow

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 2019-20

Resolved: that Heelis and Lodge be re-appointed as internal auditors for 2019-20.

20. Approval of Annual Governance Statement

Members received and considered the Annual Governance Statement.

Resolved: that the Annual Governance Statement be approved and signed.

21. Approval of Annual Return 2018-19

Members received and considered the Accounting Statements for 2018-19

Resolved: that the Accounting Statements be approved and are duly signed by the Chairman.

22. 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.

23. Items for Consideration for Press Release/Social Media

(i) Cllr Devlin and Cllr Clark re-elected as Chairman and Vice-Chairman for the new municipal year, and ; (ii) New Town Councillor Kim Mordecai

24. Items for Information

a) members received the map of the proposed new Wickford Parish boundary.

Resolved: Information noted.

25. Questions from the Press and Public

None.

The Chairman closed the meeting at 7. 54pm

Cllr DevlinDate.....
Chairman