

**Minutes of the Town Council meeting
held in the Main Hall, Chantry Centre, CM11 2AP
on Thursday 29th July 2021 at 7.00 pm**

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

Councillors: A Adshead, L Clark, R Clark, M Dear, J Henshaw, C May, M Moore,
K Mordecai, M Mordecai, M Roessler, E Sainsbury, C Smith,
G Talbot, M Thomas

Also in attendance: the Town Clerk

37. Apologies for absence

Cllrs G Bott, J Devlin, D Spencer, A Talboys, D Wakefield

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

None.

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

None.

40. Minutes of the Town Council Meeting held on 24th June 2021

Members (a) received and considered the minutes of the Town Council meeting held on 24th June 2021 and (b) approved the signing of the minutes as a true record.

RESOLVED: that the minutes of the meeting held on 24th June be approved and adopted.

41. Chairman's Report

Due to Cllr Devlin being on holiday this was unavailable.

RESOLVED: information noted

42. Committee Meetings

Members received and considered the minutes of:

(a) Planning Committee meetings held on 29th June, 13th July and 27th July 2021. Due to the absence of both the Chairman and Vice-Chairman of Planning, Cllr Moore presented the minutes and informed members that over the three meetings a total of 43 applications had been considered, of which 14 were objected to. There was also a consultation from Basildon Borough Council on street naming and numbering which will form the basis of a mechanism for naming streets in new developments.

(b) Health, Well-being and Environment Committee meeting held on 6th July 2021. Cllr Moore informed members that the 15 year contract on the automated public convenience ends in February 2022 and members are considering what action should be taken. A consultation is being prepared and will go out to residents in the next Town Crier.

(c) Finance & General Purposes Committee meeting held on 15th July 2021. Cllr Adshead advised members that the final tranche of the PWLB borrowing to finance the building was drawn down and this brings the total amount borrowed to £1.32m. There are issues being identified with the operation of the Chantry Centre so the

Council has to find ways to respond and deal with these. He presented three recommendations for full Council approval.

Minute 19(a) Chantry Centre Operational Issues

Proposed by Cllr Adshead. Seconded by Cllr Dear.

RESOLVED:

- (i) to create a rota of members who are prepared to provide out of hours support – this out of hours support will be limited to a maximum of three months duration to end of October;
- (ii) to support members on this rota a list of what councillors need to know about the building will be prepared;
- (iii) work will be started on a listing of required tasks which will form the permanent solution;
- (iv) The Town Clerk will arrange a cost effective mobile phone to be used by members on the rota.

Members that put themselves forward for the out of hours on-call rota:

Cllrs J Henshaw, M Mordecai, R Clark, G Talbot, M Thomas, A Adshead, C May

Minute 19(b) Staging

Proposed by Cllr Adshead. Seconded by Cllr Thomas. Discussion about whether the Town Council should make an additional charge for the stage will be referred to Finance & General Purposes.

RESOLVED:

- (i) that staging for the hall is ordered from Unistage at a cost of £5,659 (exc. VAT)

Minute 19(c) CCTV Policy

Cllr Clark proposed an amendment to the wording in Section 5 to read “may make an application in writing before date of erasure”. Seconded by Cllr Thomas.

RESOLVED:

- (i) that the above amendment in wording is approved;
- (ii) following the amendment in wording that the CCTV policy is approved and adopted.

RESOLVED: that in all other respects the minutes of all the above Committee meetings are approved and adopted.

43. Courses and Conferences

Members received and considered the following:

- (a) details of the forthcoming EALC online training courses.

RESOLVED: that Cllr C May attends the online Councillor Training Day 1 Course on 18th September at a cost of £100.

44. Chantry Centre – Covid 19 Safety

RESOLVED:

- (i) that the Council retains the procedure of hall hirers and visitors continuing to wear masks and sanitising hands when entering and moving around the building;
- (ii) that full Council meets in the Main Hall until the end of the year;
- (ii) the November meeting will be moved to 11th November 2021.

45. Exclusion of the Press and Public

RESOLVED: that in accordance with s.1 of the Public Bodies (admission to Meetings) Act 1960, in view of the confidential nature of the business to be discussed under Agenda Item 10 it is in the opinion of the Council advisable in the public interest that the public and press be temporarily excluded and they be instructed to withdraw.

46. Request for Extended Leave of Absence

RESOLVED: that due to extenuating personal circumstances Cllr Bott is granted an extended leave of absence for six months.

47. Items for Information

Members were advised that Basildon Borough Council has secured funding to hold a Relaunch Festival in October, the aim of which is to encourage town centre visitors to safely return to all High Streets within the borough. The celebratory event covers delivery in all four main retail areas within the borough Basildon Town Centre, Billericay High Street, Pitsea and Wickford High Street.

RESOLVED:

- (i) that the Town Clerk seeks clarification on what Basildon's intentions are regarding the event;
- (ii) this goes on the Agenda of the Events working party which is being held on 5th August 2021.

48. Items for Consideration for Press Release/Social Media

- Purchase of staging
- Covid Policy

49. Questions from the Press and Public

None.

The Vice-Chairman closed the meeting at 8.15pm

Cllr Devlin Date.....
Chairman