

**Minutes of the Annual Town Council meeting  
held in the Council Chamber, Chantry Centre, Chantry Way, CM11 2AP  
on Thursday 5<sup>th</sup> May 2022 at 7.00 pm**

**Present:** Chairman: Cllr J Clark  
Vice-Chairman: Cllr M Mordecai

**Councillors:** R Clark, M Dear, M Moore, K Mordecai, M Mordecai, M Roessler, D Spencer,  
G Talbot, A Talboys, D Wakefield

**Also present:** the Town Clerk, Committee Clerk, Borough and County Cllr Dr R Moore and one member of the public

**1. Election of Chairman for the Ensuing Municipal Year**

Cllr Jo Clark was proposed and seconded and as there were no other nominations it was:

**Resolved:** that Cllr Jo Clark be elected Chairman for the ensuing municipal year.

**2. Statutory Declaration of Acceptance of Office**

Cllr Clark made the Statutory Declaration of Acceptance of Office.

**In the chair Cllr Jo Clark**

**3. Appointment of Vice-Chairman for the Ensuing Municipal Year**

Cllr Martyn Mordecai was proposed and seconded. There being no other nominations it was:

**Resolved:** that Cllr Martyn Mordecai be appointed Vice-Chairman for the ensuing municipal year.

**4. Apologies for Absence**

Cllrs A Adshead, L Clark, J Henshaw, C May, E Sainsbury, M Thomas, J Tutton

**5. Members 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 during his last weeks in office.

**Resolved:** information 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 16<sup>th</sup> December 2021 the Chairman's Allowance for the 2022/23 financial year would remain at £450.00.

**Resolved:** that the Chairman's allowance of £450 remains in the budget for 2022/23 to be spent at the Chairman's discretion.

**9. Appointment of Members to serve upon Committees**

Members received a list of Committees and the members that had expressed an interest in serving on them.

Members were advised that the Finance and General Purposes Committee was oversubscribed so a vote took place for the 11 seats available. Following the vote, it was;

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

**10. Working Parties, Project Groups and Sub-Committees**

Members were advised that the IT Working Party has had no meeting since 2018 and was therefore disbanded but would be reformed if a requirement arose.

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

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

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

**12. Bank Signatories**

Members were advised of the following:

**(i) Barclays Bank** – current signatories are Cllrs J Devlin, K Mordecai, M Moore, D Spencer and the Town Clerk.

**Resolved:** that there is no change in mandate.

**(ii) Saffron Building Society** - Cllrs J Clark, M Moore and the Town Clerk

**Resolved:** that there is no change in mandate.

**(iii) Bank of Scotland** – current signatories are Cllrs J Clark, G Talbot, M Thomas and the Town Clerk.

**Resolved:** that there is no change in mandate.

**13. Keyholders - The Chantry Centre**

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

Mrs D Tonkiss  
Mrs D McCarthy  
Cllr A Adshead  
Cllr J Clark  
Cllr M Roessler  
Out of Hours telephone holder  
Blakes Fire & Security Systems  
Cleaning Contractors x 2  
Cllr J Devlin (fob access only – no keys)

**Resolved:** information noted.

**14. Minutes of the Town Council Meeting held on 24<sup>th</sup> March 2022**

Members (a) received the minutes of the Town Council meeting held on 24<sup>th</sup> March 2022 and (b) approved the signing of the minutes as a true record.

**Resolved:** that the minutes of the meeting held on 24<sup>th</sup> March 2022 be approved and adopted.

**15. Annual Town Meeting held on 28<sup>th</sup> April 2022**

Members received the minutes of the Annual Town Meeting held on 28<sup>th</sup> April 2022.

**Resolved:** that the minutes be approved.

**16. Committee Meetings**

**(a) Planning Committee**

Cllr Devlin presented the minutes of the meetings held on 5<sup>th</sup> and 19<sup>th</sup> April, and 3<sup>rd</sup> May. There were no questions on the content.

**(b) Health, Well-being and Environment Committee**

Cllr Moore presented the minutes of the Health Well-Being and Environment Committee meeting held on 12<sup>th</sup> April 2022. She advised members that a meeting had taken place with Basildon Council officers to discuss reducing the play area inspection costs and that a request has been made to Basildon for replacement litter bins.

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

**(c) Finance & General Purposes Committee**

Cllr Roessler presented the minutes of the F&GP Committee meeting held on 21<sup>st</sup> April 2022, and the recommendations made:

**Ear Marked Reserves** – Council is requested to approve the following:

**(i)** to release the funds remaining in the Chantry Build Fund back into general reserves, **(ii)** to set up a new EMR for Chantry Maintenance, and; **(iii)** to release the skatepark EMR back into general reserves.

**Resolved:** that all of the above are approved and actioned.

**Annual Review 2022** – Council is requested to approve the following documents:

**(i)** Risk Assessment incorporating internal controls, **(ii)** Asset Register, and; **(iii)** Terms of Reference for F&GP Committee.

**Resolved:** that all the above documents are approved and adopted.

**Revision and Update of BTC Grant Policy-** Council is requested to approve the following:

“that the Council provides a Community Support Scheme to support existing and newly established community groups as part of the grant policy.”

Following discussion a vote took place and it was:

**Resolved:** that the proposal is defeated and the grant policy is to remain the same.

**Resolved:** and that in all other respects the minutes of the above meeting be approved and adopted.

- 17. Internal Audit Year End 2022**  
**(i) Internal Auditors Report for Financial Year End to March 2022**  
Members received and considered the report from Heelis and Lodge following the inspection of accounts for the financial year April 2021 to March 2022.
- Resolved:** information noted.
- (ii) 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 2022-23.
- Resolved:** that Heelis and Lodge be re-appointed as internal auditors for 2022-23.
- 18. Approval of Annual Governance Statement 2021-22**  
Members received and considered the Annual Governance Statement.
- Resolved:** that the Annual Governance Statement be approved and signed.
- 19. Approval of Annual Return 2021-22**  
Members received and considered the Accounting Statements for 2021-22.
- Resolved:** that the Accounting Statements be approved and are duly signed by the Chairman.
- 20. Courses and Conferences**  
Members received and considered the following:  
**(i)** a list of forthcoming courses from the EALC  
**(ii)** to approve payment of travel expenses for the attendance of Cllr Devlin on the Tackling Heritage Crime Conference organised by Essex Heritage Trust which is taking place on 15<sup>th</sup> May 2022.
- Resolved:** **(i)** information noted; and **(ii)** attendance and payment of travel expenses for Cllr Devlin is approved.
- 21. 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.
- 22. Items for Information**  
Members received the following:  
**(a)** a report which details the requirements for obtaining NALC Quality Gold award status. Cllr Devlin said it was hoped to achieve this by the end of the financial year and that a Task and Finish Group would be pushing this out to the relevant Committees to deal with.
- Resolved:** information noted.
- 23. Items for Consideration for Press Release/Social Media**
- Cllr Jo Clark and Cllr M Mordecai elected as Chairman and Vice-Chairman for the new municipal year.

**24. Questions from the Press and Public**

None.

The Chairman closed the meeting at 7.59pm

Cllr Clark .....Date.....  
Chairman