

**Minutes of the Town Council Meeting
held in the Council Chamber, Chantry Centre, CM11 2AP
on Thursday 26th January 2023 at 7.00 pm**

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

Councillors: L Clark, R Clark, J Devlin, J Henshaw, C May, M Moore, K Mordecai,
M Roessler, E Sainsbury, C Smith, D Spencer, G Talbot, A Talboys,
M Thomas, J Tutton

Also in attendance: the Town Clerk

89. Apologies for absence
Cllr A Adshead

90. Declaration of Interest with regard to items on the Agenda
None

91. Co-Option
Members were reminded that there is currently one vacant seat on the Town Council in East Ward. Three candidates had presented themselves for co-option. Cllr Clark explained to the candidates that they would be invited to say a few words about themselves before members voted. Voting then took place with the successful candidate having to receive at least 50% of the votes cast by those members present and voting.

RESOLVED: that Kathryn Herlock is elected to East Ward.

Mrs Herlock was unable to be in attendance due to a prior mandatory engagement so will sign her Declaration of Acceptance of Office before the next Council meeting.

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

93. Minutes of the Town Council Meeting held on 15th December 2022
Members **(a)** received and considered the minutes of the Town Council meeting held on 15th December 2022 and **(b)** approved the signing of the minutes as a true record.

RESOLVED: that the minutes of the meeting held on 15th December 2022 be approved and adopted.

94. Chairman's Report
Members received a report from Cllr Clark about her attendance at events on behalf of the Town Council since December 2022.

RESOLVED: information noted.

95. Committee Meetings
Members received and considered the minutes of:

(a) Planning Committee – Cllr Tutton, Chairman of the Committee presented the minutes of the meetings held on 10th and 24th January. A total of 17 applications had been considered, of which 2 were objected to. He informed members that the new

local plan is being developed and that representatives of parish and town councils in the Borough have been invited by Basildon Council to attend a focus group. He will be attending a housing strategy consultation on 31st January, also arranged by Basildon Council.

(b) Health, Well-being and Environment Committee meeting held on 3rd January 2023. Cllr Moore, Chairman of the Committee, presented the minutes and informed those present that the play area at Outwood Common is being resurfaced for health and safety reasons. Work on the skatepark should be starting in the spring once the new play area has been completed. An Events meeting is being held next week to decide whether the Town Council does anything to commemorate the Coronation.

(c) Finance & General Purposes Committee meeting held on 12th January 2023. Cllr M Mordecai, Chairman of the Committee, presented the minutes and informed members that a review of the cleaning services for Chantry had been undertaken and we will be staying with the existing provider and formalising the arrangement. He also proposed the recommendation to approve and adopt the revised Business Continuity Plan. Seconded by Cllr Thomas.

RESOLVED: (i) that the Business Continuity Plan is approved and adopted; and; **(ii)** that in all other respects the minutes of the above Committee meetings are approved.

96. Staffing Sub-Committee

Member received and considered the minutes of the meeting held on 21st December 2022 and the job description for the caretaker. Cllr K Mordecai explained that the job description had been written in a way to allow a degree of flexibility for the postholder. Following discussion there was a:

Proposal from Cllr Devlin: to add to the job description that there may also be a requirement to work evening/weekend hours. **Seconded by Cllr R Clark.**

Proposal from Cllr Devlin: that under security of premises in the job description 'locking up the building as directed' is added. **Seconded by Cllr Thomas.**

RESOLVED: (i) that both of the above are approved and the wording is added to the job description.

RESOLVED: that at their next meeting Staffing Sub-Committee will prepare an advertisement for the vacancy using the amended job description.

97. Speaker for Annual Town Meeting 27th April 2023

Members were advised that James Hendry from Basildon Borough Council has agreed to come along and talk about the future of the waste and recycling service. The Citizen and Young Citizen of the Year presentations will also take place at the meeting.

RESOLVED: information noted.

98. Civility and Respect Project

Following discussion it was:

RESOLVED: (i) that the Council approves and adopts a dignity at work policy **(ii)** the Council sources an appropriate training programme for councillors and staff, and; **(iii)** following this the Pledge will be brought back to full Council for approval.

99. Items for Information

Members received and considered the following:

(a) Working Together Commission - minutes from the second meeting held on 14th December 2022

(b) UK Shared Prosperity Fund – Business Improvement Districts - Cllr Devlin provided a verbal update on the progress of this project.

RESOLVED: information noted.

100. Consideration of Items for Press Release/Social Media

- New town councillor
- Job advertisement

101. Questions from the Press and Public

None.

The Chairman closed the meeting at 8.05pm

Cllr Clark Date.....
Chairman