



## ANNUAL COUNCIL MEETING

**Meeting to be held on Thursday 16<sup>th</sup> May 2024 at 7pm in the Council Chambers,  
10 Melrose Road, West Mersea, Colchester CO5 8JD**

£ = Expenditure decision 🖱️ Resolution required

10<sup>th</sup> April 2024

**Councillors:** You are hereby summoned to attend the meeting of the Town Council for the purpose of transacting the business itemised below.

**Members of the Public:** In accordance with The Public Bodies (Admissions to Meetings) Act 1960, members of the public wishing to address the Council have the opportunity to do so during the Public Forum. However, also in accordance with The Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. Members of the public and press are warmly welcomed to attend.

**Please do not attend if you are feeling unwell or have any COVID symptoms. Mobile phones to be switched to silent.**

*Karen Kuderovitch, Town Clerk & RFO*

24/88.	<b>RECORDING OF MEETING</b> Chairman to request anyone present to identify their intention to record the meeting.
24/89.	<b>ELECTION OF MAYOR</b> 🖱️ A vote to take place and Mayor to sign the Declaration of Acceptance of Office
24/90.	<b>ELECTION OF DEPUTY MAYOR</b> 🖱️
24/91.	<b>DECLARATIONS OF INTEREST/REVIEW</b> All Members are to be reminded that they must disclose any disclosable pecuniary interests, registerable interests and any non-registerable interests they have in items of business on the meeting's agenda either at this point or during the agenda item. They are reminded that they will need to repeat their declaration at the appropriate point in the meeting and leave the room if the interest is a prejudicial one. Unforeseen interests must be declared similarly at the appropriate time. If not already done so, they are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting. Councillors are requested to review their declarations.
24/92.	<b>APOLOGIES FOR ABSENCE</b> 🖱️ Clerk to report and Councillors to vote on the absence and the reasons given.
24/93.	<b>PUBLIC PARTICIPATION</b> A period of up to 15 minutes (maximum of 3 minutes per person) for members of the public to ask questions or submit comments about items on the agenda. <b>Priority will be given to those members of the public wishing to share information relating to items on the agenda. Once the public session is closed, members of the public are not permitted to speak.</b>
24/94.	<b>COUNTY AND CITY COUNCILLORS REPORTS</b> To receive reports from our County and City Councillors.
24/95.	<b>APPROVAL OF MINUTES</b> 🖱️ To confirm minutes of the Town Council meeting of 11 <sup>th</sup> April 2024.
24/96.	<b>COMMITTEES, WORKING GROUP &amp; REPRESENTATIVES</b> 🖱️

	<p>To confirm current members/suggestions for any new requirements:</p> <p><b>Committees:</b> Planning &amp; Highways, Community Assets/Facilities, Environment &amp; Community Services, Personnel</p> <p><b>Working Groups:</b> Alms Houses, D-Day 80, The Glebe</p> <p><b>Representatives:</b> Allotments, CALC, Car Parks, Essex Native Oyster Restoration Initiative (ENORI), Flood Defence Scheme, Health &amp; Safety, MISA Reps (on behalf of Town Council), Passenger Transport, Play parks, Police &amp; Neighbourhood Watch</p>
24/97.	<b>MAYOR'S REPORT</b>
24/98.	<b>CLERK'S REPORT</b>
24/99.	<p><b>COMMITTEES</b></p> <p>Reports from the Chairs of Committees:</p> <ul style="list-style-type: none"> <li>• Community Assets &amp; Facilities Committee</li> <li>• Environment &amp; Community Services Committee</li> <li>• Finance &amp; Strategy Committee</li> <li>• Planning Committee Reps/Working Groups</li> </ul>
24/100.	<p><b>POLICIES &amp; PROCEDURES/TRAINING</b> 🖱️</p> <ul style="list-style-type: none"> <li>• New Model Financial Regulations 2024</li> </ul>
24/101.	<p><b>NEIGHBOURHOOD PLAN</b> 🖱️</p> <p>The Town Council to review the policies laid out in this Plan in order to check whether they are being applied and whether overall the Plan is as effective as intended.</p>
24/102.	<p><b>COMMUNITY PROJECTS/ACTION PLAN/EVENTS</b> 🖱️</p> <ol style="list-style-type: none"> <li>a) Town Clerk to report progress on community projects/review of the Action Plan.</li> <li>b) Councillors to be invited to a Cemetery tour – date to be agreed.</li> </ol>
24/103.	<p><b>FINANCE</b> 🖱️£</p> <ol style="list-style-type: none"> <li>a) To approve payments to be made (to be presented at the meeting).</li> <li>b) Town Clerk to report bank balances as at 31/3/24 for all accounts.</li> <li>c) Members to approve the Town Clerk as Responsible Financial Officer for 2024-2025.</li> <li>d) Emergency expenditure – Town Clerk to report.</li> <li>e) Council to consider allocating funds of £1,000 for highways improvements at Primary School.</li> <li>f) Council to consider quotations for: <ol style="list-style-type: none"> <li>1. Preliminary Ecological Appraisal – Glebe Pavillion @ £1,595 &amp; VAT</li> <li>2. Biodiversity Net Gain (BNG) Feasibility Stage &amp; Design Stage Report @ £1,500 &amp; VAT</li> <li>3. 3D Computer models of existing/proposed scheme to carry out a desk-based BRE Daylight and Sunlight Assessment &amp; Report @ £1,695.00 &amp; VAT</li> <li>4. Energy &amp; Sustainability Statement for Planning @ £1,595 &amp; VAT</li> <li>5. Works to reset damaged gate post @ Willoughby Car Park @ £,1090 &amp; VAT</li> <li>6. Works to Raymead Woods Chip Pile @ £440 &amp; VAT.</li> <li>7. Production of D-Day 80 flyers - 1000 A5 4pp printed on 170gsm gloss @ £109.00</li> <li>8. Annual lease for security of Town Council Office @ £759.05 &amp; VAT</li> </ol> </li> </ol>
24/104.	<p><b>ANNUAL TOWN MEETING 25<sup>TH</sup> APRIL 2024 - REVIEW</b></p> <p>Town Clerk to report from meeting</p>
24/105.	<p><b>COMMUNITY ENGAGEMENT</b></p> <p>Town Clerk to report</p> <ol style="list-style-type: none"> <li>a) Contact from residents/organisations (including Councillor Surgeries)</li> <li>b) Report on Freedom of Information requests.</li> <li>c) Next Newsletter due in June 2024 (Annual Report).</li> </ol>
24/106.	<b>COUNCILLORS UPDATES</b>



West Mersea  
Town Council

	Councillors to be offered the opportunity to share information.
<b>EXCLUSION OF PRESS AND PUBLIC</b> 🖐️ <i>To RESOLVE that due to the confidential nature of the business to be transacted the public and press be excluded pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960.</i>	
24/107.	<b>LEASES/LAND</b> 🖐️ <ul style="list-style-type: none"><li>• MISA – consideration of dates for public consultation meeting</li><li>• Land enquiry</li></ul>
24/108.	<b>PERSONNEL</b> 🖐️ £ Chair of Personnel to report and any recommendations considered.
24/109.	<b>VEXATIOUS POLICY</b> 🖐️ Clerk to report.