



## EXTRAORDINARY COUNCIL MEETING

**Meeting to be held on Thursday 3rd April 2025 at 7pm in the Council Chamber,  
10 Melrose Road, West Mersea, Colchester CO5 8JD**

28th March 2025

Councillors are summoned to attend the above meeting to deal with the following business.

*Sophie Weaver*  
Town Mayor

Members of the public and press are warmly welcomed to attend.  
Mobile phones to be switched to silent.

### **A G E N D A**

25/084 Recording of meeting

Chairman to request anyone present to identify their intention to record the meeting

25/085 To receive apologies for absence and a vote of acceptance to be taken

25/086 To record declarations of interests

Members are invited to declare any relevant interests. Notwithstanding this item, Members may subsequently declare an interest at any point during the meeting.

25/087 Public session (15 minutes, 3 minutes per speaker)

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.

25/088 To agree retrospectively to pay the invoice from GML Networking Technologies at a cost of £537.50 + VAT

25/089 To agree retrospectively to renew the new business energy plan for one year

25/090 To approve minor wording changes to 5.4, 5.7 and 5.11 of the Financial Regulations

25/091 To review and update the Standing Orders

25/092 To review and agree the Risk Assessment

25/093 To review the recommendations from the internal auditor's report

25/094 To agree the quote for 12 additional cuts at the Glebe at a cost of £4,680 + VAT

- 25/095 To agree the quote for the Glebe steel roller shutters at a cost of £532 + VAT
- 25/096 To agree the quote for Glebe Pavilion replacement shower heads at a cost of £727.86
- 25/097 To agree the quote for Glebe Pavilion emergency lighting at a cost of £2,195 + VAT
- 25/098 To agree the quote for Glebe Pavilion external lighting works at a cost of £450 + VAT
- 25/099 To agree the quote for Glebe Pavilion water heater and urinal service at a cost of £315 + VAT
- 25/100 To discuss the next steps for a fire alarm system in the Glebe Pavilion (approx. cost £3,500-£4,000)
- 25/101 To agree the quote for chipping the wood pile at a cost of £552 + VAT
- 25/102 To agree the quote for EICR (Electrical Inspection Condition Report) for the public toilets at a cost of £600 + VAT
- 25/103 To discuss the EICR report for Fairhaven toilets and agree next steps
- 25/104 To agree the quote for Coast Road toilets at a cost of £405 + VAT
- 25/105 To agree the quote for Library/High Street toilets at a cost of £1,430 + VAT
- 25/106 To agree the quote for the office water heater at a cost of £250 + VAT
- 25/107 To agree the quote for all toilets, male incontinence bins at a cost of £1951.60 + VAT
- 25/108 To review and agree a Payroll provider
- 25/109 To agree the Terms of Reference for the Local Plan Working Group members
- 25/110 To agree the Local Plan Working Group members
- 25/111 To consider the follow up action on the updating of the Local Plan
- 25/112 To consider a response to the government consultation on National Nuclear Statement EN-7
- 25/113 To agree to instruct the IT provider to facilitate information required for a Freedom of Information request from a member of the public
- 25/114 To agree to the services of the Locum Town Clerk to collate the information for a Freedom of Information request and provide to a member of the public

#### EXCLUSION OF PRESS AND PUBLIC

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

- 25/115 To acknowledge Mark Coombs resignation effective from 23rd May 2025
- 25/116 To agree to increase the RFOs hours of work by 4 hours a week, if required up to the end of June
- 25/117 To agree to accept the RFO probation period is completed with no outstanding issues