



## \_TOWN COUNCIL MEETING

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

£ = Expenditure decision    🖱️ Resolution required

1<sup>st</sup> March 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*

24/48.	<b>WELCOME CLLR. WEBSTER</b> Mayor to welcome.
24/49.	<b>RECORDING OF MEETING</b> Chairman to request anyone present to identify their intention to record the meeting.
24/50	<b>DECLARATIONS OF INTEREST</b> All Members are to be reminded that they must disclose any interests (pecuniary/nonpecuniary) 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.
24/51.	<b>APOLOGIES FOR ABSENCE</b> 🖱️ Clerk to report and Councillors to vote on the absence and the reasons given.
24/52.	<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>
24/53.	<b>COUNTY AND CITY COUNCILLORS REPORTS</b> To receive reports from our County and City Councillors.
24/54.	<b>APPOINTMENT OF THE DEPUTY MAYOR</b> 🖱️ Members to consider appointment of a Councillor to the role.
24/55.	<b>APPROVAL OF MINUTES</b> 🖱️ To confirm minutes of the Town Council meeting of 8 <sup>th</sup> February 2024.
24/56.	<b>SANDERLING REACH – PLANNING APPLICATION 240313</b> 🖱️ Full planning application for the erection of 18 dwellings with associated parking, detailed landscaping, sustainable urban drainage system (SUDs) and use of existing vehicular access from East Road via

	Brierley Paddocks. Members to discuss and agree comments for submission to Colchester City Council.
24/57.	<b>MAYOR'S REPORT</b>
24/58.	<b>CLERK'S REPORT</b>
24/59.	<b>COMMITTEES</b> Members to approve draft Terms of Reference for: <ul style="list-style-type: none"> <li>• Community Assets &amp; Facilities Committee</li> <li>• Environment &amp; Community Services Committee</li> </ul>
24/60	<b>POLICIES &amp; PROCEDURES/TRAINING</b> 🖐️ <ul style="list-style-type: none"> <li>• Finance Regs – members to review and approve.</li> <li>• Town Clerk to confirm attendees for 19<sup>th</sup> March in house training and agree modules.</li> </ul>
24/61.	<b>COMMUNITY PROJECTS/ACTION PLAN</b> 🖐️ <ol style="list-style-type: none"> <li>a) Town Clerk to report progress on community projects</li> <li>b) Members to review the Action Plan.</li> </ol>
24/64.	<b>FINANCE</b> 🖐️£ <ol style="list-style-type: none"> <li>a) To approve payments to be made (to be presented at the meeting).</li> <li>b) To appoint Heelis &amp; Lodge for the audit for 24/25. Clerk to report on end of year audit.</li> <li>c) Emergency expenditure – Town Clerk to report.</li> <li>d) Signatories to be appointed to Unity Trust Bank and Barclays Bank.</li> <li>e) Clerk to report any further finance information, to include new finance web page, VAT.</li> </ol>
24/65.	<b>ANNUAL TOWN MEETING 25<sup>TH</sup> APRIL 2024</b> 🖐️ Town Clerk to report.
24/66.	<b>CONTACT FROM RESIDENTS/FREEDOM OF INFORMATION REQUESTS</b> Town Clerk to report.
24/67.	<b>COUNCILLORS UPDATES</b> 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>	
24/68.	<b>PERSONNEL</b> 🖐️£ Chair of Personnel to report and any recommendations considered.
24/69.	<b>VEXATIOUS POLICY</b> 🖐️ Clerk to report.