

**Minutes of the Town Council meeting
held in the Council Chamber, Chantry Centre, Chantry Way, CM11 2AP
on Thursday 14th September 2023 at 7.00pm**

Present: Chairman: Absent
Vice-Chairman: Absent

Councillors: A Adshead, J Clark, R Clark, M Dear, J Henshaw, C May, M Moore,
K Mordecai, M Mordecai, M Roessler, E Sainsbury, G Talbot, A Talboys,
J Tutton

Also present: two members of the public and the Town Clerk

53. Election of Chairman for the Meeting

Cllr Adshead was nominated by Cllr Dear and seconded by Cllr R Clark

RESOLVED: That Cllr Adshead is elected as Chairman for the meeting

In the chair Cllr Adshead

54. Apologies for Absence

Cllrs L Clark, J Devlin, K Herlock, D Spencer, M Thomas

55. Members Declarations of Interest with regard to items on the Agenda

None.

56. Public Participation Session with respect to items on the Agenda and other matters that are of mutual interest

None.

57. Town Council Minutes

Members **(a)** received and considered the minutes of the Town Council meeting held on 27th July 2023, and **(b)** approved the signing of the minutes as a true record.

RESOLVED: that the minutes of the meeting held on 27th July 2023 be approved and adopted.

58. Chairman's Report

A report from Cllr Thomas had been circulated prior to the meeting detailing events he had recently attended on behalf of the Town Council.

RESOLVED: information noted.

59. Committee Meetings

(a) Planning Committee

Cllr Tutton presented the minutes of the meetings held on 8th and 22nd August, and 5th September 2023, and he thanked Cllr May for standing in as Chairman on 22nd August. He informed members that a total of 30 applications had been considered. The Committee had no objections to 24 and objections to 6. The main objection to note was the proposed development on the north side of Potash Road which has been before the Committee previously. 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 29th August 2023, and she thanked Cllr K Mordecai for chairing the meeting in her absence. She asked members to consider the following:

RECOMMENDATION: that the Council no longer provides hanging baskets.

Following discussion about whether the baskets could be placed higher on the lamp columns to avoid being dislodged by high vehicles, all members agreed it would be a shame to lose something which brightens up the High Street considerably during the summer. Cllr M Mordecai proposed that the recommendation is rejected and the provision of hanging baskets is taken back to the Committee for further investigation. Seconded by Cllr Roessler.

RESOLVED: that the Health Well-Being and Environment Committee will investigate further the provision of hanging baskets in the High Street.

(c) Finance & General Purposes Committee

Cllr M Mordecai presented the minutes of the F&GP Committee meeting held on 7th September 2023, and informed members that two health and safety issues affecting staff had been dealt with, namely the agreement to enter into a contract for a trade waste bin at a cost of up to £800 and the installation of an isolation switch for the Bluetooth system in the main hall at a cost of up to £300.

(d) Staffing Sub-Committee

Cllr K Mordecai informed members that the Town Clerk will continue to work with the caretaker regarding the on-call situation, and asked members to approve the following:

RECOMMENDATION: that the requirement for being on call out of hours is removed temporarily and this function is carried out by Town Councillors - to be reviewed after the elections in May 2024.

RESOLVED: (i) that the above recommendation is approved and **(ii)** in all other respects the minutes of all the above Committees be approved and adopted.

60. Courses and Conferences

Members received and considered the following:

(i) a list of forthcoming courses from the EALC. Members were advised that the Town Clerk attended the Worknest HR Training - Employment Framework on 13th September and requests to attend the Managing Sickness Absence Course on 27th September, Managing Grievances Course on 3rd October, and Managing Performance Course on 26th October. Each course costs £80.

(ii) a request that the staff undergo conflict management training from H-Training at a cost of 700 euros. Up to 15 people can attend the course so 11 places will be offered to councillors.

RESOLVED: (i) that the information is noted, and the Town Clerk is authorised to attend all the HR training as requested above - all expenses to be met by the Town Council (Local Government Act 1972 s112) and; **(ii)** that staff and councillors are authorised to attend a conflict training session provided by H-Training - all expenses to be met by the Town Council (Local Government Act 1972 s112)

- 61. Anti-Bullying and Harassment Policy**
Members received and considered the new anti-bullying and harassment policy.
- RESOLVED:** that the Anti-Bullying and Harassment Policy is approved and adopted.
- 62. Review of Child Protection Policy**
Members received and considered the Child Protection Policy
- RESOLVED:** that the Child Protection Policy is approved and adopted.
- 63. Renewal of Town Council Insurance**
Members considered the renewal with Aviva at a cost of £11,179.45. The Town Clerk informed members that this was a 10% increase on last year's premium which is standard industry practice, but she intended to look at alternative providers for next year to see if the cost could be reduced.
- RESOLVED:** that the insurance is renewed as above.
- 64. Local Council Award Scheme**
Members received and considered the application for the Foundation, Quality and Gold awards. Cllr Adshead proposed a vote of thanks to the staff and councillors that had worked on it.
- RESOLVED:** that the Council meets the criteria required for all the awards.
- 65. Working Together Commission Report**
Members received and considered a draft report from Basildon Borough Council on which BBC has asked for any feedback/comments.
- RESOLVED:** information noted
- 66. Billericay Parkrun**
Following the recent destruction of their storage facility and equipment, members discussed whether there was any way the Council can show their support for Parkrun. Cllr Dear said that Cllr May had suggested the Council could look at providing a shipping container as a fireproof way of storing their equipment. Cllr Tutton said he had recently attended a Friends of Lake Meadows meeting and informed members that there is an historic aspect to the boat shed, so discussions are taking place between BBC and Men's Shed about restoring the building.
- RESOLVED:** information noted
- 67. Coronation Plaque for Chantry Centre**
Members considered the two designs that had been selected by Health, Well-Being and Environment Committee and it was:
- RESOLVED:** that a stainless steel plaque with a black background is purchased at a cost of £199 providing the Town Clerk is satisfied that it meets fire safety requirements **(ii)** and the location of the plaque will then be agreed by Health, Well-Being and Environment Committee.

68. Multi Factor Authentication (MFA) for Town Council emails
Members were advised that there are still some email accounts without MFA set up which poses a security risk. The Town Clerk will be contacting each member to offer help and support.

RESOLVED: information noted.

69. Items for Information
Members received the following:

- (a) EALC Letter of response to the National Grid consultation regarding the Nationally Significant Infrastructure Project: Norwich to Tilbury.
- (b) Review of Polling Districts and Polling Places by Basildon Borough Council. Responses to be received by 21st September 2023.
- (c) Elections for the Town Council will be held in May 2024

RESOLVED: information noted.

70. Items for Consideration for Press Release/Social Media
None.

71. Questions from the Press and Public
None.

The Chairman closed the meeting at 7.47pm

Cllr ThomasDate
Chairman