

**Minutes of the Town Council meeting  
held in the Council Chamber, Chantry Centre, Chantry Way, CM11 2AP  
on Thursday 26<sup>th</sup> October 2023 at 7.00pm**

**Present:** Chairman: Cllr M Thomas  
Vice-Chairman: Cllr J Devlin

**Councillors:** A Adshead, J Henshaw, K Herlock, C May, M Moore, K Mordecai,  
M Mordecai, E Sainsbury, D Spencer, G Talbot, A Talboys, J Tutton

**Also present:** one member of the public and the Town Clerk

**72. Apologies for Absence**

Cllrs J Clark, L Clark, R Clark, M Dear and Borough and County Cllr Dr R Moore

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

None.

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

None.

**75. Town Council Minutes**

Members **(a)** received and considered the minutes of the Town Council meeting held on 14<sup>th</sup> September 2023, and **(b)** approved the signing of the minutes as a true record.

**RESOLVED:** that the minutes of the meeting held on 14<sup>th</sup> September 2023 be approved and adopted.

**76. 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. He advised members that the meetings with the leader of Basildon Borough Council will be held on a quarterly basis.

**RESOLVED:** information noted.

**77. Committee Meetings**

**(a) Planning Committee**

Cllr Tutton presented the minutes of the meetings held on 19<sup>th</sup> September, 3<sup>rd</sup> and 17<sup>th</sup> October. He informed members that a total of 20 applications had been considered, with 15 approved and 5 objected to.

**(b) Health, Well-being and Environment Committee**

Cllr Moore presented the minutes of the Health Well-Being and Environment Committee meeting held on 10<sup>th</sup> October 2023. She informed members that a new sign had been ordered for Outwood Common Play area, the Coronation plaque has been ordered, the Waste and Recycling meeting for residents is on 16<sup>th</sup> November, from 4pm-7pm, and mental health support organisations are being invited to take part in the Community Day next March.

Members were asked to approve the following:

**RECOMMENDATION:** that the remedial work on the lamp columns for the Christmas lights is approved at a cost of £7,571.66. The Town Clerk advised that £3,623.66 will be covered by Basildon Borough Council.

**(c) Finance & General Purposes Committee**

Cllr M Mordecai presented the minutes of the F&GP Committee meeting held on 19<sup>th</sup> October 2023, on which there were no questions from members.

**RESOLVED: (i)** that the recommendation under minute 77(b) is approved and **(ii)** in all other respects the minutes of all the above Committees are approved and adopted.

**78. 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 wishes to attend the Worknest HR Training – Managing Appraisals on 16<sup>th</sup> November and Disciplinarys on 30<sup>th</sup> November at a cost of £80 each.

**RESOLVED: (i)** that the information is noted, and the Town Clerk is authorised to attend both HR training sessions as detailed above - all expenses to be met by the Town Council (Local Government Act 1972 s112).

**79. Annual Review of Standing Orders**

At full Council 15.6.23 min. 35(ii), amended Terms of Reference for Staffing Sub-Committee had been approved which state the Town Clerk's appraisal is to be conducted by the Chair of Staffing Sub-Committee. Cllr K Mordecai said that she now felt the Chairman of Town Council was the best person to undertake the Clerk's appraisal as they work more closely together. Cllr Devlin advised that six months had to elapse before a decision of Council could be reversed, so legally this cannot be changed until January 2024.

**RESOLVED: (i)** that there is no update to the Standing Orders, **(ii)** and that Standing Orders are approved and adopted.

**80. Notice of Conclusion of Audit 2022/23**

**RESOLVED:** information noted.

**81. Interim Internal Audit**

Members received and considered the interim internal audit report from Heelis and Lodge and were advised that all recommendations contained therein had been actioned.

**RESOLVED:** information noted

**82. Town Council Vacancy – West Ward**

Due to Christine Smith's vacation of office by reason of six months non-attendance members were advised that the co-option advertisement has been issued. If there are any applicants co-option will take place at the Council meeting on 14<sup>th</sup> December.

**RESOLVED:** information noted.

**83. Working Together Commission**

Members considered the proposal from Basildon Council that a meeting is held to discuss how BBC can support the Town Council. The Chairman asked members to think about any ideas they might have that could be explored further and Cllr Devlin explained that it would need to be a value-added service for residents, such as an additional refuse collection.

**RESOLVED:** information noted

**84. Business Improvement District project**

Members received a presentation from Cllr Devlin on the proposed BID area. He explained what the group hopes to achieve in the town and the time frame. There are workshops being held in the Chantry Centre on Monday 30<sup>th</sup> October and he encouraged members to attend.

**RESOLVED:** information noted.

**85. Items for Information**

Members received the following information:

(a) BBC are currently consulting on a new Draft Street Trading Policy for the proposed introduction of a Borough wide Street Trading Consent Scheme

(b) ECC's supported bus services consultation has now closed. The data is being analysed and any resultant changes will be notified in the New Year.

**RESOLVED:** information noted.

**86. Items for Consideration for Press Release/Social Media**

None

**87. Questions from the Press and Public**

None.

The Chairman closed the meeting at 7.52pm

Cllr Thomas .....Date .....  
Chairman