

**Minutes of the Town Council Meeting
held in the Council Chamber, Chantry Centre, Chantry Way CM11 2AP
on Thursday 15th June 2023 at 7.00 pm**

Present: Chairman: Absent
Vice-Chairman: Cllr J Devlin (in the Chair)

Councillors: A Adshead, J Clark, L Clark, R Clark, M Dear, K Herlock, M Moore,
M Mordecai, M Roessler, E Sainsbury, D Spencer, A Talboys, J Tutton

Also in attendance: the Town Clerk

23. Apologies for absence

Cllrs J Henshaw, C May, K Mordecai, G Talbot, M Thomas

24. Declaration of Interest with regard to items on the Agenda

None.

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

None.

26. Minutes of the Annual Town Council Meeting held on 4th May 2023

Members **(a)** received and considered the minutes of the Annual Town Council meeting held on 4th May 2023 and **(b)** approved the signing of the minutes as a true record.

RESOLVED: that the minutes of the meeting held on 4th May 2023 be approved and adopted.

27. Chairman's Report

Members received a report from Cllr Thomas about his attendance at events on behalf of the Town Council since being elected. He also thanked Cllr J Clark for her hard work as the previous Chairman.

RESOLVED: information noted.

28. Committee Meetings

Members received and considered the minutes of:

(a) Planning Committee –Cllr Tutton, Chairman of the Committee, presented the minutes of the meetings held on 16th May, 30th May and 13th June 2023. There were members of the public in attendance on 16th May concerned about the 138 High Street application and the high number of proposed dwellings at the rear of the site (BBC ref: 23/00556/FULL). Also, the revised application for 97 Chapel Street (BBC ref. 23/00517/FULL) had public representation against it. Cllr Tutton said the Committee had objected to both applications and that 97 Chapel Street should be restored not demolished.

(b) Health, Well-being and Environment Committee meeting held on 23rd May 2023. Cllr Moore, Chairman of the Committee, presented the minutes and informed those present that Festival Gardens is currently subject to vandalism but the Committee decided to refurbish the bench rather than remove it and leave the area with no seating.

(c) Finance & General Purposes Committee meeting held on 1st June 2023. The minutes were presented by the Committee's Chairman Cllr M Mordecai. He said Cllr Adshead had produced a very detailed report regarding Chantry usage which will go onto the Council's social media platforms.

RESOLVED: that the minutes of all the above Committee meetings are approved.

29. Appointed Substitutes for Committees

RESOLVED: that the following act as appointed substitutes:

Planning – Cllr M Mordecai

Health, Well-Being & Environment – Cllr R Clark

Finance & General Purposes – Cllr K Herlock

30. Internal Audit Year End 2023

(i) Internal Auditors Report for Financial Year End to March 2023

Members received and considered the report from Heelis and Lodge following the inspection of accounts for the financial year April 2022 to March 2023.

Resolved: information noted.

(ii) Re-appointment of Internal Auditor

In accordance with Financial Regulation 2.5 members were asked to consider and approve the re-appointment of Heelis and Lodge as internal auditors for the financial year 2023-24.

Resolved: that Heelis and Lodge be re-appointed as internal auditors for 2023-24.

31. Approval of Annual Governance Statement 2022-23

Members received and considered the Annual Governance Statement.

Resolved: that the Annual Governance Statement be approved and signed.

32. Approval of Annual Return 2022-23

Members received and considered the Accounting Statements for 2022-23.

Resolved: that the Accounting Statements be approved and are duly signed by the Vice-Chairman.

33. Courses and Conferences

RESOLVED: that the EALC Course information is noted.

34. Exclusion of the Press and Public

No resolution to exclude required as none present.

35. Staffing Sub-Committee

Members received and considered the minutes of the meetings held on 10th May and 7th June 2023.

RESOLVED: (i) that the Dignity at Work report is noted, (ii) the revised Terms of Reference for Staffing Sub-Committee are approved and adopted, (iii) Standing Orders are updated to reflect the change to the Town Clerk's appraisal process

which will be presented to full Council at the next review in November, **(iv)** the Town Clerk undertakes the ILM Level 5 training and the Town Council covers the cost under LGA 1972 Section 112), **(v)** the Lone Worker Policy is approved and adopted, and **(vi)** following the addition of a line to note that the Clerk will notify the Chairman of any booked leave, the Annual Leave Policy is approved and adopted.

36. Civic Service 2024

Members discussed the recent event held at Emmanuel Church and it was felt that the Civic Service is an opportunity for members to interact with residents and it was therefore:

RESOLVED: a Civic Service is held in 2024 just after the start of the municipal year.

37. Coronation Plaque

Members considered a proposal from Cllr Devlin that a commemorative King Charles III Coronation plaque is installed in the Chantry Centre, and it was:

RESOLVED: that the Town Clerk obtains a design representation for further consideration at a Health, Well-Being and Environment Committee meeting.

38. Items for Information

Members considered the following:

- (a) Community Open Day – this event is scheduled to be held in the Chantry Centre on 22nd March 2024.
- (b) Chantry Christmas and New Year Opening Hours – Chantry will be closed on 25th and 26th December only.
- (c) Cllr Devlin also urged members to consider nominating a group or organisation for the Pride of Essex awards

39. Consideration of Items for Press Release/Social Media

A series of posts regarding Cllr Adshead’s report on the Chantry Centre usage.

40. Questions from the Press and Public

None.

The Vice-Chairman closed the meeting at 8.09pm

Cllr M Thomas Date
Chairman