



MANNINGTREE TOWN COUNCIL

Clerk to the Council: Mrs. L. Djuve-Wood
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Members of the Council are hereby summoned to attend the Full Town Council Meeting taking place in the Church Hall, Manningtree Methodist Church, South Street, Manningtree on Thursday, 24th June, 2021 at 7:30 p.m. for the purpose of transacting the following business. Members of the press and public are welcome to attend.

Signed

Lina Djuve-Wood

Clerk to the Council

18th June, 2021

AGENDA

- 1. Election of Mayor to the Council**
- 2. To receive the Mayor's Declaration of Acceptance of Office**
- 3. Election of Deputy Mayor to the Council**
- 4. To receive and approve any Apologies for Absence**
- 5. To receive any Declarations of Interest**
- 6. Minutes of the full town council meeting held on the 22nd April 2021 to be approved and signed**
- 7. Public participation session with respect to items on the agenda and matters of mutual interest**
- 8. Reports from the District and County Councils**
- 9. Report from Essex Police**
- 10. Progress report from the Clerk**
- 11. Reports from other committees and representatives**
 - a) To note decisions made under delegated authority during May and June 2021
- 12. Constitution:**
 - a) To review Committee Structures and to appoint members to serve on the under mentioned Committees:
 - i) Finance Committee
 - ii) Personnel Committee
 - b) To review Committees' Terms of Reference
 - c) To consider appointing the following committee representatives:

- i) Representative(s) to the Essex Association of Local Councils
- ii) Representative(s) to the Tendring Association of Local Councils
- iii) Representative(s) to the Manningtree District Business Chamber
- iv) Representative(s) to the Tendring Older People's Forum
- v) Representative(s) to the Frankenberg Partnership Association
- vi) Representative(s) to the Stour and Orwell Estuaries Management Committee
- vii) Representative(s) to the Essex and South Suffolk Community Rail Partnership
- viii) Representative(s) to the Parish Passenger Transport Group
- ix) Tourism Representative
- x) Tree Warden
- xi) Emergency Plan Representative
- xii) Representative to review council accounts on a quarterly basis
- xiii) Administrators for the council's Facebook page

13. Parish Council Policies and Procedures

- a) To review Standing Orders
- b) To review Financial Regulations
- c) To review the Code of Conduct
- d) To review General Data Protection Regulations
- e) To review the Freedom of Information Publication Scheme
- f) To review the Document Retention Policy
- g) To review the Website Accessibility Policy
- h) To adopt updated Co-option Policy
- i) To review the Complaints Procedure
- j) To review the Disciplinary Procedure
- k) To review the Staff Grievance Procedure
- l) To review the Social Media Policy
- m) To review the ID Policy
- n) To review the Equality and Diversity Policy
- o) To review the Dignity at Work Policy

14. To consider the following planning applications *(please visit TDC's website to look at planning applications to be considered, and if necessary and possible, visit the site before the meeting)*

- a) 21/00991/FUL, Proposed extension to and conversion of garage into habitable space, West View 37 South Street, Manningtree
- b) 21/00954/FUL, Erection of single storey rear extension, 18 Brook Street, Manningtree
- c) 21/00979/TCA, 1 No. Sycamore - remove 25% of canopy (one of 4 trunks) thanks to excessive shading and low amenity value, Clarisa, Mill Lane, Manningtree
- d) 21/00453/FUL, Proposed development of land to provide Retirement Living accommodation comprising 42 apartments and 11 bungalows with associated amenity and landscaping, landscaping improvements to Mistley Place Park, new access to New Road, and associated works. Land at Mistley Place Park, New Road, Mistley

15. Highways/Environment

- a) To consider offer from TDC of new blue bin for the beach area
- b) To consider adopting street light on Wherry Corner
- c) To consider request for notice at the Manningtree end of The Walls asking drivers to slow down due to the presence of swans and ducks
- d) To consider any updates received from TDC regarding the Town Council undertaking

- weeding of TDC owned areas in Manningtree
- e) To consider request from weeding group regarding insurance cover for volunteers weeding both Manningtree and Mistley sides of Oxford Road and TDC areas
- f) To consider taking part in ECC's Salt Bag Partnership Scheme for 2021/22
- g) To consider road TDC closure notice for Manningtree Regatta

16. To consider adding merchant sailor's name to Manningtree War Memorial

17. To consider change of venue for council meetings

18. To consider request from ECC regarding their Snapping the Stiletto: Campaigning for Equality, Manningtree Witch Walk project

19. To consider postponing application for the Local Council Awards Scheme, Foundation Level

20. To consider offer of assistance with future Remembrance and Commemoration Services from the North Essex Veterans Support Group

21. To consider taking part in Her Majesty's Platinum Jubilee Beacons on 02/06/2022

22. Finance

- a) To review and receive year end and monthly finance reports, including bank reconciliation figures
- b) To review the council's asset register
- c) To approve and sign the Annual Governance and Accountability Return 2020/2021 Part 2 – Certificate of Exemption
- d) To review, approve and sign section one, Annual Governance Statement, of the Annual Governance and Accountability Return 2020/2021
- e) To approve and sign section two, Accounting Statements, of the Annual Governance and Accountability Return 2020/2021
- f) To review council / staff subscriptions
- g) To consider a grant request from the North Essex Veterans Support Group
- h) To approve new payments in accordance with the 2021/22 budget and note payments approved under delegated authority during May and June 2021 (to be circulated on the day prior to the meeting)

23. To consider whether resolutions from the current meeting have an impact on carbon footprint and climate change

24. Items from councillors to be added to the next agenda

25. To note date and time of the next meeting

26. Exclusion of Press and Public - To resolve that the press and public be excluded from the remainder of the meeting due to confidential business under the Public Bodies (Admissions to Meetings) Act 1960, S.1(2)

27. To consider the Personnel Committee's recommendation for appointment of new Town Clerk