



# 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 virtually via Zoom on Thursday, 21st January, 2021 at 7:30 p.m. for the purpose of transacting the following business.**

**Members of the press and public are welcome to attend. Please e-mail the clerk at [clerk@manningtreetowncouncil.org.uk](mailto:clerk@manningtreetowncouncil.org.uk) for the link and password.**

Signed  
*Lina Djuve-Wood*  
Clerk to the Council

15<sup>th</sup> January, 2021

## **AGENDA**

- 1. To receive and approve any Apologies for Absence**
- 2. To receive any Declarations of Interest**
- 3. Minutes of the full town council meeting held on the 10<sup>th</sup> December 2020 to be approved and signed**
- 4. Public participation session with respect to items on the agenda and matters of mutual interest**
- 5. Reports from the District and County Councils**
- 6. Report from Essex Police**
- 7. Progress report from the Clerk**
- 8. Report from other committees and representatives**
- 9. 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) 20/01722/FUL, Variation of condition 3 of approved application 17/01479/FUL to change the condition wording to allow for up to three residential units to be occupied before works are complete, Former Natwest Bank, 2 High Street, Manningtree

- b) 20/01624/LBC, Proposed insertion of one heritage Velux window to rear side facing attic room, 17 South Street, Manningtree

#### **10. Highways/Environment**

- a) To discuss plans for the Swift awareness project
- b) To consider declaring a climate emergency
- c) To discuss the replacement wildlife sign at Riverside
- d) To consider carrying out the annual tree survey
- e) To set a provisional date for the Spring litter pick

#### **11. To discuss the presentation of the Community Engagement Award and Extraordinary Community Engagement Award 2020/21 to recipients**

#### **12. To consider the following items to enable the Council to apply for the Local Council Award Scheme, Foundation Level:**

- a) To consider creating an action plan for 2021/22
- b) To consider creating a risk management scheme
- c) To consider creating a training policy for staff and councillors and training record
- d) To consider creating a Community Engagement Policy

#### **13. Administration**

- a) To consider replacing the Council's laptop
- b) To consider cloud storage options for the town council's files

#### **14. Finance**

- a) To receive the monthly finance report and approve monthly bank reconciliation figures
- b) To consider an S137 grant request from the Dedham Vale Area of Outstanding Natural Beauty and Stour Valley Project
- c) To note the completion of the Ready Reckoner
- d) To consider credit card options for the town council
- e) To approve new payments in accordance with the 2020/21 budget (*to be circulated on the day prior to the meeting*)

#### **15. Items from councillors to be added to the next agenda**

#### **16. To note date and time of the next meeting**