



MANNINGTREE TOWN COUNCIL

The Manningtree Town Councillors are hereby summoned to the Annual Town Council Meeting to be held at The Community Room, Foundry Court, Colchester Road on Thursday, 19th May, 2016 at 7:30 p.m.

AGENDA

1. **Election of the Mayor (Chairman of the Council)**
2. **To receive the Mayor's Declaration of Acceptance of Office**
3. **Election of the Deputy Mayor (Vice Chairman of the Council)**
4. **Apologies for Absence**
5. **Minutes of the previous meeting held on 21st April to be approved and signed (Appendix 1)**
6. **Declarations of Interest**
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. **Progress report from the Clerk (Appendix 2)**
10. **Report from the Planning Committee**
11. **Reports from representatives on other committees**
 - a) Personnel Committee
 - b) Finance Committee
 - c) Any external committees
12. **Constitution:**

To appoint the following officers:

 - a) Representative to the Essex Association of Local Councils
 - b) Two representatives to the Tendring Association of Local Councils
 - c) Two representatives to the Cemetery Committee
 - d) Representative to the Chamber of Commerce
 - e) Representative to the Tendring Older People's Forum
 - f) Representative to the Frankenberg Partnership Association
 - g) Representative to the Family Fun at the Furze Committee
 - h) Two representatives to the Stour and Orwell Estuaries Management Committee
 - i) Representative to the Essex and South Suffolk Community Rail Partnership
 - j) Representative to Parish Passenger Transport Group
 - k) Representative to the 3 parishes Police Committee
 - l) Representative to the Three Parishes Trust Limited
 - m) Salt monitor
 - n) Tourism Representative
 - o) Tree Warden
 - p) Representative to the Foundry Court Steering Committee
 - q) Planning Committee
 - r) Personnel Committee
 - s) Finance Committee
13. **Town Council Policies**
 - a) To review the Town Council Standing Orders (Appendix 3 and 4)
14. **Highways/Environment**
 - a) To discuss purchasing sand for Manningtree beach
 - b) The Mayor to report on scheduled electricity works in the High Street

- c) To discuss the adoption of the steps at Riverside (item 192/15)
 - d) To discuss alternative salt storage (item 154/15)
- 15. Website**
- a) To appoint one councillor to assist the clerk in agreeing structure of the new website
 - b) To discuss adding a potential youth section on the website (item 191/15)
- 16. CCTV/Crime**
- a) Cllr. Taylor to report on CCTV survey (item 151/15)
- 17. To discuss introducing councillor ID cards**
- 18. Finance**
- a) To approve section one, Annual Governance Statement, of the Annual Return 2015/16 (Appendix 5)
 - b) To approve section two, Accounting Statements, of the Annual Return 2015/16 (Appendix 6)
 - c) To approve the Year End bank reconciliation figures (Appendix 7)
 - d) To approve monthly bank reconciliation figures (Appendix 8)
 - e) The clerk to report on the renewal of the AON insurance policy
 - f) To approve Transparency Fund application for PC and Website (Appendix 9) (Item 186/15)
 - g) To approve payments/cheques for signature in accordance with the 2016/17 budget:

Item	Amount
Monthly salary Mr P Mills	£138.73
Monthly salary Mrs L Djuve-Wood	£538.48
Monthly website costs Dr B Saint-James	£82.50
Status Office Services Stationery	£42.47
EALC Transparency Fund Training (clerk)	£15.00
Essex Playing Fields Association Annual Membership Renewal	£30.00
AON Insurance Renewal 2016/17	£653.91
Friends of Historic Essex Membership Renewal	£10.00
Environmental Design (grass cutting)	£24.00
Webfactory monthly fee	£11.99

- 19. Consultations and Surveys**
- a) Consider responding to the NALC Coastal Town Councils' Survey (Appendix 10)
- 20. Items from councillors to be added to the next agenda**

SignedClerk to the Council

Dated 13th May, 2016