



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, 18th May, 2017 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 full council meeting held on 20th 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. **Visit from Rachel Fryer, TDC Town Centre Co-ordinator, to give advice on ways in which the town council can assist in rejuvenating the town centre**
9. **Reports from the District and County Councils**
10. **Progress report from the Clerk (Appendix 2)**
11. **Report from the Planning Committee**
12. **Reports from representatives on other committees**
 - a) Personnel Committee
 - b) Finance Committee
 - c) Any external committees
13. **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
14. **Town Council Policies**
 - a) To review and agree the Town Council Standing Orders (**Appendix 3 and 4**)

15. Highways/Environment

- a) To produce a spreadsheet listing all separate pavement and road complaints to ECC Highways
- b) To consider arranging a volunteer litter picking session for residents
- c) To discuss the safety aspect of the town's one-way system
- d) To nominate two councillors to work together with the clerk in identifying areas where maintenance is needed within the town, i.e. painting of benches, repair / replacement of various tubs etc.
- e) To discuss impact of excess signage by estate agents (item 61/16 a)
- f) To discuss any action to be taken regarding large Tesco lorries delivering goods to the front of the Tesco shop in the High Street

16. To discuss purchasing a new shield for the Community Engagement Award

17. Finance

- a) To approve section one, Annual Governance Statement, of the Annual Return 2016/17 (**Appendix 5**)
- b) To approve section two, Accounting Statements, of the Annual Return 2016/17 (**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 payments/cheques for signature in accordance with the 2016/17 budget:

Item	Amount
Monthly salary Mrs L Djuve-Wood	£561.66
AON Insurance Renewal 2016/17	£668.84
Valerie Pretty – Internal Audit Fee	£50.00
Environmental Design – Town Maintenance April	£62.40
Environmental Design – Quay Street Landscaping	£1,531.20
Webfactory monthly fee	£17.99

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

SignedClerk to the Council

Dated 12th May, 2017