



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, 17th May, 2018 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 19th April to be approved and signed (Appendix 1) and minor amendment to the Minutes of the full council meeting held on 15th March – Public Participation Session – to be approved and initialled (Appendix 2)**
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 3)**
10. **Report from the Planning Committee**
11. **Reports from representatives on other 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) Tourism Representative
 - l) Tree Warden
 - m) Emergency Plan Representative
 - n) Planning Committee
 - o) Personnel Committee
 - p) Finance Committee
13. **Town Council Policies**
 - a) To review and agree the Town Council Standing Orders (**Appendix 4 and 5**)
 - b) To discuss the new Data Protection Regulation Legislation requirements effective 25th May 2018 (item 141/17), to sign forms and agree next steps
14. **Highways/Environment**
 - a) To discuss the annual planting of the flower tubs
 - b) To discuss condition of the tree on South Street and whether a Planning Application should be submitted for its removal and replanting
 - c) To consider 1 x road closure application (**Appendix 6**)

15. Finance

- a) To consider signing the Annual Governance and Accountability Return 2017/18 Part 2 – Certificate of Exemption (**Appendix 7**)
- b) To approve section one, Annual Governance Statement, of the Annual Return 2017/18 (**Appendix 8**)
- c) To approve section two, Accounting Statements, of the Annual Return 2017/18 (**Appendix 9**)
- d) To approve the Year End bank reconciliation figures (**Appendix 10**)
- e) To approve monthly bank reconciliation figures (**Appendix 11**)
- f) To consider quotes and agree on council insurance provider for 2018/19
- g) To consider an S137 payment towards the proposed Memorial for Accused Witches (**Appendix 12**)
- h) To consider an S137 payment to The Firefighters Charity (**Appendix 13**)
- i) To consider an S137 payment to Manningtree Community First Responders (**Appendix 14**)
- j) To consider an S137 payment to East Anglia’s Children’s Hospices (**Appendix 15**)
- k) To consider purchasing the Royal Wedding Commemorative Medal for Schools and Councils
- l) To approve payments/cheques for signature in accordance with the 2018/19 budget:

Item	Amount
Monthly salary Mrs L Djuve-Wood	£558.42
CVST Affiliation Tending	£25.00
Valerie Pretty – Internal Audit Fee	£50.00
Environmental Design Maintenance	£62.40
LCR NALC Subscription	£17.00
A&J Lighting	£496.80
Webfactory monthly fee	£17.99

16. Consultations

- a) To consider responding to the Marine Conservation Advice March 2018 update (**Appendix 16**)

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

SignedClerk to the Council

Dated 11th May, 2018