



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, 16th May, 2019 at 7:30 p.m.

AGENDA

1. **Election of Mayor (Chairman) of the Council and to receive the Mayor's Declaration of Acceptance of Office**
2. **Election of Deputy Mayor (Vice Chairman of the Council)**
3. **To confirm that all elected members of the Town Council have completed and signed the Declaration of Acceptance of Office, Code of Conduct and the Register of Interests**
4. **To receive Apologies for Absence**
5. **To receive any Declarations of Interest**
6. **Minutes of the full council meeting held on the 14th March to be approved and signed (Appendix 1)**
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. **Consitution:**
 - a) **To review Committee Structures and to appoint members to serve on the under mentioned Committees:**
 - I. Planning Committee
 - II. Finance Committee
 - III. Personnel Committee
 - b) **To consider and adopt Committees' terms of reference (Appendix 3, 4, 5)**
 - c) **To appoint the following representatives:**
 - I. Representative to the Essex Association of Local Councils
 - II. Two representatives to the Tendring Association of Local Councils
 - III. Two representatives to the Cemetery Committee
 - IV. Representative to the Chamber of Commerce
 - V. Representative to the Tendring Older People's Forum
 - VI. Representative to the Frankenberg Partnership Association
 - VII. Representative to the Family Fun at the Furze Committee
 - VIII. Two representatives to the Stour and Orwell Estuaries Management Committee
 - IX. Representative to the Essex and South Suffolk Community Rail Partnership
 - X. Representative to the Parish Passenger Transport Group
 - XI. Tourism Representative
 - XII. Tree Warden
 - XIII. Emergency Plan Representative
 - XIV. Representative to review council accounts on a quarterly basis (can not serve on finance committee)
 - XV. Two Administrators for the council's Facebook page
11. **Town Council Policies and Procedures**
 - a) To review and adopt the Town Council Standing Orders (**Appendix 6, 7**)
 - b) To review and adopt the Town Council Financial Regulations and Risk Assessment (**Appendix 8a, 8b**)
 - c) To review and adopt the Data Protection Regulation policy and sign Data Protection forms (**Appendix 9, 10, 11**)
 - d) To review and agree the Town Council Social Media policy (**Appendix 12**)
 - e) To review and agree the Town Council Freedom of Information Act – Publication Scheme Policy (**Appendix 13**)

- f) To review and agree the Town Council Retention policy (**Appendix 14**)
- g) To consider and adopt a Town Council Co-option policy (**Appendix 15**)
- h) To review and adopt the Town Council ID policy (**Appendix 16**)
- i) To review and adopt the Town Council Complaints procedure (**Appendix 17**)
- j) To review and adopt the Town Council Disciplinary procedure (**Appendix 18**)
- k) To review and adopt the Town Council Grievance procedure (**Appendix 19**)
- l) To review and adopt the Town Council Code of Conduct Policy (**Appendix 20**)

12. To consider co-option to fill three remaining councillor seats

13. To consider change of venue for council meetings

14. Highways/Environment

- a) To discuss and agree the bi-annual planting of the flower tubs as per the budget
- b) To consider appointing a lighting contractor on a contractual basis
- c) To consider commenting on ECC's response to THLP Scheme LTN162009 Manningtree Signage Review (**Appendix 21**)
- d) To consider painting / repairing the wildlife sign by the Coop / Riverside steps

15. To consider a request from a member of public to produce a joint neighbourhood plan between Manningtree, Mistley, Lawford and Brantham

16. Finance

- a) To approve monthly bank reconciliation figures (**Appendix 22**)
- b) To review the council's asset register (**Appendix 23**)
- c) To review the three-year council insurance policy for 2019/20 (**Appendix 24**)
- d) To review council / staff subscriptions (**Appendix 25**)
- e) To consider a request for a donation to Acorn Village (**Appendix 26**)
- f) To review the level of allowances to councillors following the Parish Independent Remuneration Panel Review for 2019/20 (**Appendix 27**)
- g) To approve payments/cheques for signature in accordance with the 2019/20 budget:

Item	Amount
Monthly salary Mrs L Djuve-Wood (April and May)	£1,426.24
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	£576.00
Came & Company (Insurance)	£567.00
Webfactory monthly fee	£17.99
Plus payments made during April 2019	
Colne Housing (Hire of Community Room)	£18.75
E.ON	£395.18
EALC (Website Accessibility Course)	£78.00
Environmental Design (Monthly Maintenance)	62.40
EALC (Affiliation Fee 2019/20)	£270.83
Friends of Historic Essex Subscription	£12.00
Webfactory monthly fee	£17.99

17. To consider any planning applications received

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

Signed  Clerk to the Council

Dated 10th May, 2019