MANNINGTREE TOWN COUNCIL

APPROVED

Minutes of the Annual Town Council Meeting held in the Community Room on Thursday 18th May, 2017 at 7.30 p.m.

Present: Cllr. M. Morsley (Chair item 13/17), Cllr. R. Stocks (Chair item 14/17 onwards), Cllr. L. Lay-Flurrie, Cllr. P. Hughes-Stanton, Cllr. H. Jones, Cllr. M. Taylor

In attendance: Mrs. L. Djuve-Wood (Clerk)

13/17 Election of the Mayor (Chairman of the Council)
Cllr. Stocks was nominated as Mayor of Manningtree Town Council. With no other councillors nominated, it was **RESOLVED** that Cllr. Stocks be elected Mayor of the Council.

Cllr. Morsley, having previously notified the council in writing that he is resigning as councillor effective from this meeting, handed over to Cllr. Stocks. Cllr. Stocks thanked Cllr. Morsley for his service during his years as both councillor and mayor.

14/17 To receive the Mayor's Declaration of Acceptance of Office
Cllr. Stocks signed the Declaration of Acceptance of Office.

15/17 Election of Deputy Mayor (Vice Chairman of the Council)
Cllr. Lay-Flurrie was nominated as Deputy Mayor of Manningtree Town Council. With no other councillors nominated, it was **RESOLVED** that Cllr. Lay-Flurrie be elected Deputy Mayor of the Council.

16/17 Apologies for Absence
Apologies were received from Cllr. J. Charlesworth.

17/17 Minutes of the previous meeting
RESOLVED that the minutes of the meeting held on 20th April 2017, having been circulated previously, be approved as a correct record and signed by the Chair.

18/17 Declarations of interest
There were no declarations of interest.

19/17 Public Participation Session
There was one member of the public present. She proposed moving the weekly market from the market square and into the High Street. Whereas the councillors were supportive of the idea it was dismissed as the cost of weekly road closures to accommodate the market stalls would be too costly.

20/17 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
Mrs Fryer explained that a reduction in footfall in town and village high streets is not particular to Manningtree but a universal problem with the average footfall down approximately 10% across the country over the last year or so. Several ideas to help rejuvenate the town were put forward, including engaging with local businesses and promoting tourism. Suggestions for boosting tourism included producing leaflets with inserts that can be changed when outdated, promoting local walking and cycling trails, putting up historic and trail maps in the area, working together with Greater Anglia in promoting the area and consider advertising their bicycle hire facility. Mrs Fryer stated that the Stena Line ferry is very popular with Dutch tourists. It was suggested that providing Stena Line with leaflets may attract more tourists to the area. Other suggestions included creating a questionnaire for residents to try and ascertain how they would like to see their High Street in the future; hosting more town and village fayres and hosting pop-up events such as a drive-in cinema. It was decided that in order for this project to be successful the council will need to work together with both Mistley and Lawford Parish Councils.
RESOLVED that the clerk contact both parish councils to gauge interest in creating a working party between the three councils. **Action: Clerk**

21/17 Reports from the District and County Councils
District Councillor Alan Coley was present. District and County reports are accessible to the public on the town council's website www.manningtreetowncouncil.org.uk.

22/17 Progress Report from the Clerk
155/14 To agree a project, for consideration by the Highways Panel, to condense the town's road signage onto fewer posts The clerk is to request an update from ECC as to when this project is due to take place. **Action: Clerk**

23/17 Report from the Planning Committee
A separate planning meeting was held prior to the full council meeting. Separate minutes have been issued for this meeting,

24/17 Reports from Representatives on other committees
There were none.

25/17 Constitution
RESOLVED that the following officers be appointed:

a) Representative to Essex Association of Local Councils – all councillors to act as representatives.
b) Two representatives to Tendring Association of Local Councils - Cllr. Charlesworth and Cllr. Stocks
c) Two representatives to the Cemetery Committee - Cllr. Stocks and Cllr. Jones
d) Representative to the Chamber of Commerce – Cllr. Lay-Flurrie.
e) Representative to the Tendring Older People's Forum – Cllr. Lay-Flurrie.
f) Representative to the Frankenberg Partnership – Cllr. Lay-Flurrie.
g) Representative to the Family Fun at the Furze Committee – Cllr. Taylor.
h) Two Representatives to the Stour and Orwell Estuaries Management Committee – Cllr. Hughes-Stanton and Cllr. Lay-Flurrie.
i) Representative to the Essex and South Suffolk Community Rail Partnership – deferred to the next meeting.
j) Representative to the Parish Passenger Transport Group – Cllr. Charlesworth
k) Tourism representative – the council is considering creating a working party for tourism.
l) Tree Warden – Cllr. Stocks
m) Planning Committee - It was decided that all councillors should remain on the Planning Committee with the committee having devolved powers of decision-making.
n) Personnel Committee – Cllr. Stocks, Cllr. Hughes-Stanton, Cllr. Taylor, Cllr. Lay-Flurrie with Cllr. Charlesworth as a reserve member.
o) Finance Committee - It was decided that all councillors should remain on the Finance Committee.

26/17 Town Council Policies
a) The councillors reviewed the standing orders as presented to them by the clerk. **RESOLVED** that no amendments were necessary.

27/17 Highways/Environment
a) **To produce a spreadsheet listing all separate pavement and road complaints to ECC Highways**
It was agreed that the clerk will arrange a date for councillors to meet to walk through the town centre identifying various issues that need reporting to ECC. **Action: Clerk**
b) **To consider arranging a volunteer litter picking session for residents**
The clerk reported that Environmental Design have offered to do one or two litter picking and weeding sessions a year covering the entire town at extra cost. **RESOLVED** that the clerk inform them to schedule in a litter picking and weeding session covering the entire town towards the end of June or beginning of July. **RESOLVED** that a volunteer litter picking session for residents be deferred to later in the year. **Action: Clerk**
c) **To discuss the safety aspect of the town's one-way system**
Cllr. Hughes-Stanton explained that the Business Chamber is putting forward a proposal to the council during the June meeting. **RESOLVED** that the clerk contact Joe Hazelton at ECC to find out when the signs are due to be condensed in the town centre with a view to possibly including the Chamber's proposal in that project. **Action: Clerk**
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.
It was agreed that all councillors will take part in this project and that this will be looked at during the same walk through the town when identifying road and pavement issues (see item 27/17 a) above).

e) **To discuss impact of excess signage by estate agents (item 61/16 a)**
The clerk was asked to write a letter to the Business Chamber asking that they discourage their members from using estate agents to advertise events. **Action: Clerk**

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**
It was noted that in order to pursue this item further documentary evidence such as photos with the time and date of when the incidence took place would be needed. Cllr. Hughes-Stanton was asked to liaise with the complainant. **Action: Cllr. Hughes-Stanton**

28/17 Finance

a) **To approve section one, Annual Governance Statement, of the Annual Return 2016/17**
Having carried out a review of the effectiveness of the council's system of internal control and considered their findings, it was **RESOLVED** that the Annual Governance Statement be approved.

b) **To approve section two, Accounting Statements, of the Annual Return 2016/17**
Following the Responsible Financial Officer's presentation of the Accounting Statements to the Council, and having considered the Accounting Statements as a whole, it was **RESOLVED** that the Accounting Statements be approved.

c) **To approve the Year End bank reconciliation figures**
RESOLVED that the Year End bank reconciliation figures be approved.

d) **To approve monthly bank reconciliation figures**
RESOLVED that the monthly bank reconciliation figures be approved.

e) **The clerk to report on the renewal of the AON insurance policy**
The clerk reported that the insurance policy renews automatically from 1st June 2017 in accordance with the three-year contract the council entered into with Aon on the 1st June 2015.

f) **To approve payments/cheques for signature in accordance with the 2017/18 budget:**
RESOLVED that the following payments be approved:

Item	Amount
Monthly salary Mrs L Djuve-Wood (including expenses)	£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
Plus Standing Order payment to Webfactory	£17.99

29/17 To discuss purchasing a new shield for the Community Engagement Award
This item was deferred to the June meeting.

30/17 Items from councillors to be added to the next agenda
There were none.

There being no further business the Mayor closed the meeting at 9.35 p.m.

Signed..... Dated.....