



WALTHAM ABBEY TOWN COUNCIL

TOWN HALL, HIGHBRIDGE STREET, WALTHAM ABBEY, ESSEX EN9 1DE

K R RICHMOND BA (Hons) FILCM
Town Clerk & Chief Financial Officer

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YOUR REF:

OUR REF: KRR/AM

You are hereby summoned to a
Special meeting of Waltham Abbey Town Council
to be held in the Council Chamber, Waltham Abbey Town Hall
at **8.00 p.m. on Wednesday next, 9th January 2019** immediately
following the meeting of the Policy & Resources Committee.

.....TOWN CLERK

AGENDA

1. **Recording of Meetings:** To note that this meeting may be recorded or filmed and will be capable of repeated viewing or another use by such third parties. It is possible that any such recording may capture images and this may result in the possibility that images will become part of the broadcast. This may infringe human and data protection rights. To avoid this please move to the rear of the Council Chamber. Anyone present intending to record the meeting, or any part thereof, must declare their intention to the Chairman and Officers before the meeting commences.
2. **Apologies for Absence:** To receive apologies for absence.
3. **Disclosure of Interest:** Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulation 2012, made under s.30 (3) of the Localism Act, Members must declare any Disclosable Pecuniary Interests which they may have in any of the items under consideration at this meeting.
4. **Minutes:** of the meeting of the Council held on 19th December 2018.

Cond....



5. **Minutes and Reports:**
Planning and Licensing Subcommittee 19th December 2018
6. **Policy & Resources Committee Report dated 9th January 2019:**
To receive the report of the Chairman of the Policy & Resources Committee and consider passing the following Resolution;
- That the report in respect of the Budget and Precept for the Financial Year 2019/20 be received, approved and adopted.
7. **Precept:** That the Town Clerk be instructed to issue a Precept on the Epping Forest District Council in the sum of £----- in respect of the Financial Year 2019/20.
8. **Local Council Awards Reaccreditation:** To confirm that at a meeting of the full Council that the following documents have been achieved and are on the Council's website.
24. Draft minutes of all council and committee meetings within four weeks of the last meeting.
 25. A Health and Safety policy.
 26. Its policy on equality
 27. Councillor profiles.
 28. A community engagement policy facilitating two-way communication between the council and its community.
 29. A grant awarding policy.
 30. Evidence showing how electors contribute to the Annual Parish or Town Meeting.
 31. An action plan and related budget that clearly responds to community engagement and sets out a timetable for action including dates for review.
 32. Evidence of community engagement, council activities and the promotion of the democratic processes in an annual report, online material and regular news bulletins (at least four news bulletins a year).
 33. Evidence of helping the community plan for the future.
- And to confirm that at the meeting of the full Council that the following have been achieved.
34. A scheme of delegation (where relevant)
 35. Addressed complaints received in the last year
 36. At least two-thirds of its councillors are elected
 37. A printed annual report is distributed widely across the community
 38. A qualified clerk
 39. A clerk, and if relevant a deputy or assistant clerk, employed according to nationally agreed Terms and Conditions
 - 40 A formal appraisal process for all staff
 - 41 A training policy and record for all staff and councillors



9. **Exclusion of Press and Public:** To consider that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

TO: The Mayor
All Members of the Council

The Press
The Library

3rd January 2019

