

SPECIAL COUNCIL MEETING
9th JANUARY 2019
8.00 p.m.

- * Cllr Mrs J Lea (Mayor)
- *Cllr A Watts (Deputy Mayor)
- *Cllr M Fitch
- Cllr Mrs R Gadsby
- Cllr R K James
- *Cllr Miss J Lucas
- *Cllr Mrs H Kane
- *Cllr Mrs A Mitchell
- *Cllr Mrs S Stavrou
- *Cllr Mrs E Webster
- *Cllr S Yerrell

* Denotes Members present.

In attendance: Town Clerk and Senior Assistant to the Town Clerk.

- 607/19. **Recording of Meetings:** The notice was duly read to the meeting.
- 608/19. **Apologies for Absence:** Apologies for absence had been received from Cllr Mrs R Gadsby and Cllr R K James.
- 609/19. **Disclosure of Interest:** There were no disclosures of interest.
- 610/19. **Minutes:** RESOLVED - THAT the Minutes of the Council meeting held on the 19th December 2018, copies of which had been previously circulated to all Members, be taken as read, approved as a correct record and signed by the Mayor.
- 611/19 **Planning and Licensing Subcommittee Minutes and Report dated 19th December 2018:** It was moved by Cllr M Fitch, seconded and
RESOLVED – that the Minutes and Report, Recommendations and observations therein dated 19th December 2018 be received, approved and adopted.
- 612/19. **Policy & Resources Committee Report dated 9th January 2019:**
The Council received the report of the Chairman of the Policy & Resources Committee. It was proposed by Cllr Watts, seconded by Cllr Mrs Webster and
RESOLVED – THAT the report in respect of the Budget and Precept for the Financial Year 2019/20 be received, approved and adopted.

613/19. **Precept:** It was proposed by Cllr Watts, seconded by Cllr Mrs Webster and
RESOLVED – THAT the Town Clerk be instructed to issue a Precept on the Epping Forest District Council in the sum of £851,000 in respect of the Financial Year 2019/20

614/19 **Local Council Awards Reaccreditation:** It was moved by the Mayor and

RESOLVED – that the Council confirms that at a meeting of the full Council that the following documents have been produced, approved and are published 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 that the Council confirms that at the meeting of the full Council that the following are in place:

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.

CLLR MRS J LEA – MAYOR