



MANNINGTREE TOWN COUNCIL

Clerk to the Council: Mrs. Ruth Frost

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Minutes of the Annual Town Meeting held at the Masonic Lodge in South Street, Manningtree, CO11 1BG on Thursday 16th May 2024 at 7.15 pm

Present: Cllr. R Stocks (Mayor) Cllr. L. Dunnett (Deputy Mayor) Cllr. J Lewis
Cllr. M Taylor Cllr. L Lay-Flurrie

In attendance: Mrs R Frost (Clerk) and 1 member of the public

05.24.01 Election of Mayor to the Council

Resolved – Cllr R Stocks has been appointed Mayor.

Proposed by Cllr Lay-Flurrie, Seconded by Cllr Taylor

05.24.02 To receive the Mayor's Declaration of Acceptance of Office

Resolved – Cllr R Stocks signed the Declaration of Acceptance of Office as Mayor.

05.24.03 Election of Deputy Mayor to the Council

Resolved – Cllr L Dunnett has been appointed Deputy Mayor.

Proposed by Cllr Taylor, Seconded by Cllr Stocks

05.24.04 To receive and sign declarations of interest for all councillors

Resolved – All Councillors signed the Declaration of Acceptance of Office.

The Full Council agreed that Cllr Charlesworth will sign his Declaration of Acceptance of Office at the next Full Council meeting.

05.24.05 To receive and approve any Apologies for Absence

Resolved - Cllr J Charlesworth sent his apologies and these were accepted by the full council.

05.24.06 Constitution:

- a)** To review Committee Structures and to appoint members to serve on the under-mentioned Committees:

Finance Committee

Personnel Committee

Resolved – All Councillors to attend Finance Committee.

Cllr Dunnett to Chair Personnel Committee together with, Cllr Stocks, Cllr Charlesworth, Cllr Taylor, Cllr Lay-Flurrie.

- b)** To consider appointing the following committee representatives:

Representative(s) to the Tendring Association of Local Councils

Representative(s) to the Manningtree District Business Chamber

Representative(s) to the Tendring Older People's Forum

Representative(s) to the Frankenberg Partnership Association

Representative(s) to the Hutchinsons Port

Emergency Plan Representative
Representative to review council accounts on a quarterly basis
Administrators for the council's Facebook page

Resolved – All Councillors to continue as before.

05.24.07 Town Council Policies and Procedures

- a) To review Standing Orders
- b) To review Financial Regulations
- c) To review the Code of Conduct
- d) To review General Data Protection Regulations
- e) To review the Freedom of Information Publication Scheme
- f) To review the Document Retention Policy
- g) To review the Website Accessibility Policy
- h) To review the Co-option Policy
- i) To review the Complaints Procedure
- j) To review the Disciplinary Procedure
- k) To review the Staff Grievance Procedure
- l) To review the Social media Policy
- m) To review the ID Policy
- n) To review the Equality and Diversity Policy
- o) To review the Dignity at Work Policy
- p) To review the New Memorial Bench Policy
- q) To review the Grant awarding policy

Resolved – All Councillors agreed that these policies were up to date.

Proposed by Cllr Taylor, Seconded by Cllr Dunnett

A review of financial regulations is to be done as a new model has been produced.

05.24.08 Banking

To discuss any changes to the banking system

Resolved – No change to Bank, however, a new mandate will be needed to reflect the new Council administration.

05.24.08 Chair to close Meeting

Meeting closed at 7.35pm