AGENDA

Meeting of: Maldon Town Council
Date: Monday, 4th June 2018
Time: 7.30 p.m.
Place: The Town Hall, Market Hill, Maldon

Members are hereby summoned to attend the above Meeting to transact the following business. Members are respectfully reminded that each item on the Agenda should be carefully examined. If you have any interest, it must be duly declared.

To be present: Councillors
J. Stilts (Town Mayor)
F. Shaughnessy (Deputy Town Mayor)
R. Ford
A. Hafiz
M. Harvey
M. Heard
K. Lagan
R. Miller
S. Nunn
D. Ogg
M. Pearlman
S. Savage
T. Shrimpton
P. Stilts
C. Swain

1. WELCOME AND APOLOGIES FOR ABSENCE
To receive, consider and approve any apologies for absence.

2. DECLARATIONS OF INTEREST
Members are reminded that they are required to declare any Disclosable Pecuniary Interests, Other Pecuniary Interests or Non-Pecuniary Interests which they know they
might have in items of business on the agenda. They are reminded that they will
need to repeat their declarations at the appropriate point in the meeting and leave the
room if required under the Code of Conduct. Unforeseen interests must be declared
similarly at the appropriate time.

3. **MINUTES**
   To receive and sign the Minutes of the Town Council Meeting held on 14th May 2018
   Minutes 1 – 29 *(attached)*

4 **TOWN MAYOR AND DEPUTY TOWN MAYOR**
   4.1 To receive details of the Town Mayor and Deputy Town Mayor’s engagements
      *(attached)*
   4.2 To receive a verbal update on plans for the Mayoral Year

5. **PUBLIC ENGAGEMENT ON AGENDA ITEMS**
   An opportunity for members of the press or public to comment on any items on the
   agenda.

6. **TOWN CLERK’S REPORT**
   To receive a verbal update on any matters arising since the last meeting.

7. **MINUTES OF COMMITTEE MEETINGS**
   To receive the Minutes of the following Committee meetings *(copies attached)*
   7.1 Minutes of the Planning Committee meeting held on 15th May 2018 Minutes 1 – 9
       inclusive
   7.2 Minutes of the Environment Committee meeting held 8th May 2018 Minutes 161 –
       176 inclusive
   7.3 Minutes of the Finance & General Purposes Committee meeting held on 21st May
       2018 Minutes 1 - 14 inclusive.

8. **COMMUNITY SPECIAL CONSTABLES**
   To receive a presentation about the opportunity to contribute to the Community
   Special Constable Scheme for Maldon *(scheme information attached)*

9. **ANNUAL RETURN FOR THE YEAR ENDED 31st MARCH 2018 (to come)**
   9.1 **Annual Internal Audit Report 2017-2018**
      To receive and note the Annual Internal Audit Report for 2017-2018
   9.2 **Section 1 Annual Governance Statement for the Year Ended 31st March 2018**
      To receive, approve and for the Town Mayor to sign Section 1, the Annual
      Governance Statement for the Year Ended 31st March 2018
   9.3 **Section 2 Accounting Statement for the Year Ended 31st March 2018**
      To receive, approve and for the Town Mayor to sign Section 2, the Annual
      Accounting Statements for the Year Ended 31st March 2018
9.4 Approval of the Annual Accounts & Supporting Statement (attached)
To receive and approve the Annual Accounts for the year ended 31st March 2018

9.5 Reserves
To approve the recommendation of the Finance & General Purposes Committee on Reserves (report attached)

10. GDPR UPDATE
To receive an update and to approve a new Data Protection Policy (attached)

11. REVIEW OF PUBLIC ENGAGEMENT AT MEETINGS
To receive a report (attached)

12. REPORTS FROM MEMBERS

13. REPORTS FROM COUNCILLORS ALSO SERVING AS DISTRICT COUNCILLORS

14. GENERAL QUESTIONS FROM THE PRESS OR PUBLIC

Signed: Jane Coleman
Date: 29th May 2018

Members of the press and public are welcome
Reports are available for inspection at the Town Council Offices
Town Mayor: Cllr Jeanette Stilts

Councillors: R Ford, A Hafiz, M Harvey, M Heard, K Lagan, R Miller, S Nunn, D Ogg, M Pearlman, S Savage, T Shrimpton, F Shaughnessy, P Stilts & C Swain

In attendance: The Town Clerk; the Administrative Assistant; the Sergeant–at-Mace; Rev Canon Stephen Carter; The Vice Chairman of Maldon District Council, Cllr Neil Pudney; Past Town Mayors Mr John Almond and Mr R Pipe and 20 members of the public.

Cllr Jeanette Stilts welcomed everyone to the meeting. She expressed thanks to past-MTC councillors I Kidman and J Miller and welcomed Cllrs K Lagan and C Swain who joined MTC a few weeks ago. Cllr Stilts invited the Rev Canon Stephen Carter to give the opening prayer.

1. ELECTION OF TOWN MAYOR FOR THE ENSUING MUNICIPAL YEAR

Cllr A Hafiz was proposed by Cllr T Shrimpton and seconded by Cllr R Ford. Cllr Jeanette Stilts was proposed by Cllr M Pearlman and seconded by Cllr F Shaughnessy.

A ballot was held in which Cllr A Hafiz received six votes and Cllr J Stilts received nine votes. It was requested that the voting slips be sealed in an envelope and this was done.

RESOLVED: Cllr Jeanette Stilts was elected as Town Mayor for the 2018/2019 Municipal Year.

2. STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE BY TOWN MAYOR

Cllr J Stilts duly made and signed the Statutory Declaration of Acceptance of Office. She said it is an honour to be asked to serve as Town Mayor for a second term.

3. NOMINATION BY THE TOWN MAYOR OF A CONSORT FOR THE ENSUING MUNICIPAL YEAR

The Town Mayor nominated Cllr Peter Stilts as her Consort for the ensuing Municipal Year and presented him with the chain of office. She thanked Mrs Hilary Miller for serving as her Mayoress for the past year and presented her with a voucher for tulip bulbs, to be received in August.

4. APPOINTMENT OF DEPUTY TOWN MAYOR FOR THE ENSUING MUNICIPAL YEAR

Cllr F Shaughnessy was proposed by Cllr M Heard and seconded by Cllr R Ford. Cllr D Ogg was proposed by Cllr M Pearlman and seconded by Cllr T Shrimpton. Cllr A Hafiz was proposed by Cllr S Savage but said he did not wish to accept the nomination. A ballot was held in which Cllr F Shaughnessy received eight votes and Cllr Ogg seven votes.

RESOLVED: Cllr Flo Shaughnessy was elected as Deputy Town Mayor for the 2018/2019 Municipal Year.

Cllr F Shaughnessy put on the Deputy Town Mayor’s robe and was presented with the badge of office. She nominated her husband, Mr Terry Shaughnessy, as her Consort for the coming year.

5. RETIRING TOWN MAYOR’S REPORT

4
Members received and considered a list of engagements attended by the Town Mayor and Town Mayoress and the Deputy Town Mayor and Deputy Town Mayoress during the 2017/2018 Mayoral Year. The Town Mayor thanked the outgoing Town Mayoress; Cllr P Stilts; the Town Clerk; and the Mayor’s Secretary for all their help and support throughout the last year. She gave special thanks to Cllr A Hafiz for everything he did to help make the year such a success.

RESOLVED: that the information be noted.

6. **APOLOGIES FOR ABSENCE**
Apologies for absence were received and accepted from ECC Cllr Penny Channer and Past Town Mayor and Town Mayoress Mr David Denyer and Cllr Miss Miriam Lewis.

7. **DECLARATIONS OF INTERESTS**
Members were reminded that they are required to declare any Disclosable Pecuniary Interests, Other Pecuniary Interests or Non-Pecuniary Interests which they know they might have in items of business on the agenda. They were reminded that they will need to repeat their declarations at the appropriate point in the meeting and leave the room if required under the Code of Conduct. Unforeseen interests must be declared similarly at the appropriate time.

Cllr M Heard declared a non-pecuniary interest in agenda item 30 because he is employed by Essex Police. Cllr J Stilts declared an interest in item 13, the Chairman’s allowance.

Later in the meeting, Cllr S Savage declared a non-pecuniary interest in item 30 as a member of the Overview and Scrutiny Committee.

8. **MINUTES**
8.1 Minutes of the Town Council meeting held on 12th March 2018
Members considered the minutes of the Town Council meeting held on 12th March 2018, Minutes 163-177 inclusive.

RESOLVED: that the minutes of the Town Council meeting held on 12th March 2018 be confirmed as a true record and signed by the Town Mayor.

8.2 Minutes of the Annual Town Meeting held on 23rd April 2018
Members were asked to receive the minutes of the Annual Town Meeting held in the Town Hall on Monday 23rd April 2018.

RESOLVED: that the minutes of the Annual Town Meeting held on 23rd April 2018 be noted.

9. **PUBLIC ENGAGEMENT ON AGENDA ITEMS**
There were no questions from members of the public.

10. **MINUTES OF COMMITTEE MEETINGS**
Members considered the minutes of the following committee meetings:

10.1 Planning Committee meetings held on 19th March, 3rd, 16th and 30th April 2018 (Minutes 167-200 inclusive).

RESOLVED: that the minutes of the Planning Committee meetings held on 19th March, 3rd, 16th and 30th April 2018 (Minutes 167-200 inclusive) be accepted.

10.2 Environment Committee meeting held on 26th March 2018 (Minutes 142-160 inclusive)
It was noted that on page E48 `No Parking Signs' the second line should be amended to read `no parking' signs to be installed...(not non-parking signs).

RESOLVED: that, with the addition of the above amendment, the minutes of the Environment Committee meeting held on 26th March 2018 (Minutes 142-160 inclusive) be accepted.

10.3 Finance & General Purposes Committee meeting held on 9th April 2018 (Minutes 104-120 inclusive)

RESOLVED: that the minutes of the Finance & General Purposes Committee meeting held on 9th April 2018 (Minutes 104-120 inclusive) be accepted.

11. CHAIRMAN’S ALLOWANCE
Cllr J Stilts had declared an interest.

Members were advised that the Chairman’s Allowance has been set at £2,500 for 2018/19 and the Deputy Chairman’s Allowance has been set at £500 for 2018/19 (agreed at the Town Council Meeting held on 11th December 2017, using the power in LGA 1972, s15c).

RESOLVED: that the Chairman and Deputy Chairman’s allowances be noted.

12. APPOINTMENT OF BANKER & SIGNATORIES TO THE BANK ACCOUNTS
14.1 Members were asked to approve the Co-operative Bank Limited or to appoint another bank as the Town Council’s bank for the current, deposit and Leech Memorial Garden accounts.

RESOLVED: that the Co-operative Bank should continue to be the Town Council’s bank for the current, deposit and Leech Memorial Garden accounts for the coming Civic Year.

12.2 Members were asked to confirm the six signatories for the Current Account as are Cllrs R Ford, A Hafiz, M Pearlman, F Shaughnessy, T Shrimpton and P Stilts.

RESOLVED: that Cllrs R Ford, A Hafiz, M Pearlman, F Shaughnessy, T Shrimpton and P Stilts continue to be the signatories for the Current Account for the coming Civic year.

12.3 Members were asked to note that the Town Council holds an account with the CCLA Public Sector Deposit Fund (starting deposit of £25,000 in November 2013).

RESOLVED: that the information be noted.

13. APPOINTMENT OF INTERNAL AUDITOR
Members were asked to confirm that Auditing Solutions Ltd will continue to provide the Council’s internal audit.

RESOLVED: that Auditing Solutions Ltd continue to be the Council’s Internal Auditor for the coming financial year.

14. APPOINTMENT OF MEMBERS TO SERVE UPON COMMITTEES
All committees shall comprise of the Town Mayor and Deputy Town Mayor (ex-officio), and seven other members.

14.1 Planning Committee
The first meeting will be held on Tuesday 15th May 2018. The Town Mayor reminded Members that this committee meets every fortnight, and that any member wishing to serve on this committee should be able to commit to attending the majority of meetings. Cllr T Shrimpton had expressed an interest in sitting on this committee but decided to withdraw.

14.2 Environment Committee.
The first meeting will be held on Monday 18th June 2018. Cllr S Nunn had expressed an interest in serving on this committee but decided to withdraw.


14.3 Finance and General Purposes Committee
The first meeting will be held on Monday 21st May 2018. Cllrs A Hafiz, M Heard, K Lagan, R Miller, S Nunn, M Pearlman, S Savage, T Shrimpton and C Swain all expressed interest in serving on this committee. A vote was held to decide those who will serve on the Finance Committee.

RESOLVED: that Cllrs A Hafiz, M Heard, K Lagan, R Miller, S Nunn, M Pearlman, F Shaughnessy (Ex-officio), J Stilts (Ex-officio) and C Swain serve on the Finance & General Purposes Committee for the municipal year 2018/2019.

15. STANDING WORKING PARTIES & GROUPS
Members were asked to appoint members for the 2018/2019 civic year for working parties which report directly to the Council.

15.1 Christmas Fayre 2018

15.2 Freedom of Maldon Town
No regular meetings are scheduled. The group meets when necessary.


15.3 Local Council Award Scheme and Council Web site
No regular meetings are scheduled. Meetings are held when necessary.


15.4 Maldon in Bloom
Meetings are usually held on Thursday mornings at 11.00am.

RESOLVED: that the current members, Cllrs A Hafiz, S Savage and T Shrimpton and F Shaughnessy (who serves as the representative of Friends of Leech Memorial Garden) continue to serve on this group for the civic year 2018/2019.

15.5 Moot Hall
No regular meetings are scheduled. The group meets as and when necessary.


15.6 Neighbourhood Plan
RESOLVED: that the Working Party shall remain dormant.
15.7 Remembrance Sunday
It was noted that up to four members serve on this Group and meetings are held late afternoons.

RESOLVED: that Cllrs S Nunn, S Savage, T Shrimpton and J Stilts serve on this group for the civic year 2018/2019.

15.8 Premises Working Group
This group meets as and when required.

RESOLVED: that Cllrs A Hafiz, D Ogg, S Savage, J Stilts, P Stilts and C Swain serve on this group for the civic year 2018/2019

15.9 Heritage Working Group – monthly meetings
RESOLVED: that Cllrs F Shaughnessy, J Stilts and P Stilts serve on this group for the civic year 2018/2019.

15.10 Merchant Navy Day
Up to four members to serve with meetings held as and when required.

RESOLVED: that Cllrs R Miller, D Ogg, J Stilts and P Stilts and Mr John Almond serve on this group for the civic year 2018/2019

16. REPRESENTATIVES OF THE TOWN COUNCIL ON OTHER ORGANISATIONS
Members were asked to appoint representatives for the 2018/2019 municipal year and to receive reports as appropriate.

16.1 Blackwater Estuary Siltation Steering Group
RESOLVED: that Cllrs M Heard and S Savage represent the Town Council at meetings of the Blackwater Estuary Siltation Steering Group for the 2018/2019 municipal year.

16.2 Civil Emergency Representative
RESOLVED: that Cllr P Stilts continues to represent the Town Council at meetings to discuss Civil Emergencies for the 2018/2019 municipal year.

16.3 Health Issues
RESOLVED: that Cllr C Swain represents the Town Council on Health Issues for the 2018/2019 municipal year.

16.4 Maeldune Heritage Trust
RESOLVED: that Cllr C Swain represents the Town Council at meetings of the Maeldune Heritage Trust for the 2018/2018 municipal year.

16.5 Maldon Community Safety Partnership
RESOLVED: that Cllr A Hafiz represents the Town Council at Maldon Community Safety Partnership meetings for the 2018/2019 municipal year.

16.6 Maldon District Museum Association
RESOLVED: that Cllr F Shaughnessy continues to represent the Town Council at meetings of the Maldon District Museum Association for the 2018/2019 municipal year.

16.7 Maldon District Crime Reduction Panel
Past Town Mayor Mr M Bentley currently represents the Town Council at these meetings and has been asked if he is willing to continue to do so. A reply is awaited.
RESOLVED: that this item be deferred to the next Town Council meeting pending a reply from Mr Bentley.

16.8 Bradwell Power Station – Local Community Liaison Council
RESOLVED: that Cllr S Savage represents the Town Council at meetings of the Bradwell Power Station Local Community Liaison Council for the municipal year 2018/2019.

16.9 Passenger Transport Representative and Dengie Hundred Transportation Group
RESOLVED: that Cllr S Savage continues to represent the Town Council at Passenger Transport and Dengie 100 Bus Transportation Group meetings for the municipal year 2018/2019.

16.10 Maldon Carnival Association
This item was deferred to Agenda Item 27, regarding the new constitution of Maldon Carnival Association.

16.11 Maldon Twinning Association
The Town Mayor is President of the Maldon Twinning Association.

RESOLVED: that Cllrs M Pearlman and F Shaughnessy represent the Town Council at Maldon Twinning Association meetings for the civic year 2018/2019.

16.12 PRICE CHARITY
Cllr Savage’s term on this charity expired in November 2016. He is willing to serve a further term.

RESOLVED: that Cllrs R Ford and S Savage represent the Town Council at meetings of the Price Charity for the civic year 2018/2019.

16.13 PLUME EDUCATION TRUST
The current representatives are Cllr S Nunn (appointed until 18th May 2018) and Cllr T Shrimpton (appointed until 15th May 2021). Cllr Nunn said he is willing to stand down.

RESOLVED: that Cllrs M Heard and T Shrimpton to represent the Town Council on the Plume Education Trust.

16.14 THOMAS MARTIN SMITH CHARITY
The current Town Council representative is Mr Mike Bentley. Members agreed to defer this item to the next Town Council meeting.

RESOLVED: that this item be deferred until the next Town Council meeting.

16.15 Joseph Henry Unwin Trust
The current representatives are Cllrs A Hafiz and M Heard (appointed until 13th December 2020).


16.17 Age Concern Maldon
RESOLVED: that Cllrs F Shaughnessy and J Stilts continue to represent the Town Council for Age Concern Maldon.
16.18 The Gepp Charity


17. MAYOR OF MALDON’S FUND
Members were asked to receive and approve the accounts for the Mayor of Maldon’s Fund dated 30th April 2018.

RESOLVED: that the accounts be approved.

18. REGISTER OF MEMBERS’ INTERESTS
Members were respectfully reminded to keep their register of interests and memberships up-to-date at all times.

RESOLVED: that the information be noted.

19. GENERAL POWER OF COMPETENCE
Members were asked to resolve to use the General Power of Competence in the forthcoming Civic Year. Following a discussion on whether it should be used or not, it was proposed, seconded and agreed to resolve to use the General Power of Competence the forthcoming civic year if appropriate.

RESOLVED: that the Town Council agrees to use the General Power of Competence in the forthcoming Civic Year if appropriate.

20. TOWN CLERK’S REPORT
No report was made.

21. ATTENDANCE AT MEETINGS
Members received a report detailing members’ attendance at meetings for the previous civic year.

RESOLVED: that the information be noted.

22. REPORTS FROM MEMBERS
Cllr A Hafiz had attended the Mid Essex Hospital Services NHS Trust stakeholder meeting on 26th March 2018. He said that the meeting related to bringing Southend, Basildon and Broomfield hospitals together into one network. MDC Vice Chairman Cllr Neil Pudney added further clarification in that the proposed amalgamation of the hospitals is intended to improve services and would take two years to complete. Colchester and Ipswich hospitals have already amalgamated. Cllr Pudney will be attending further meetings and will keep the Town Council advised.

RESOLVED: that the information be noted.

23. REPORTS FROM COUNCILLORS ALSO SERVING AS DISTRICT COUNCILLORS
Cllr M Heard had declared a non-pecuniary interest because he is employed by Essex Police.

Cllr M Pearlman reported that he was invited to take part in an operation by Essex Police during which 59 incidents were dealt with in one night. The merits of the operation were
discussed and concern expressed about the amount of criminal activity taking place in the town.

Cllr M Pearlman said he is not pleased that the windows of the former Maldon Police Station building have been boarded up and that he intends to pursue this with Maldon District Council. Cllr S Savage declared a non-pecuniary interest because he is a member of the Overview and Scrutiny Committee.

Cllr Heard reported that Cllrs H Bass and N Pudney had been confirmed as the Chairman and Vice Chairman of MDC. He said he will send a list of District Council committee chairmen to the Town Clerk.

RESOLVED: that the information be noted.

24. MINUTES & REPORTS RECEIVED FROM OTHER ORGANISATIONS
Members were advised that the minutes of the Maeldune Trust meeting held on 17th April 2018 and a report from ECC Cllr Penny Channer are available on request.

RESOLVED: that the information be noted.

25. WW1 COMMEMORATIONS
Members received an update on planned activities and were asked to consider the purchase of a 'There but not there' silhouette from the Royal British Legion to be installed in the vicinity of the war Memorial.

Cllr T Shrimpton suggested that all the names on War Memorial be read out on Remembrance Sunday this year. This suggestion will be discussed by the Remembrance Sunday Working Group.

Following a discussion, it was proposed, seconded and agreed that a silhouette be purchased and that the siting of be discussed in due course in consultation with All Saints church.

RESOLVED: that the reading out of all the names on the War Memorial be discussed at the next Remembrance Day Working Group meeting and that a silhouette be purchased and the siting of it to be agreed at a future date.

26. MALDON CARNIVAL ASSOCIATION
Members received a written report that the Maldon Carnival Association was disbanded on 21st March 2018 and a new Community Beneficial Society has been established to run Maldon Carnival. They were asked to consider the Town Mayor's ongoing role as President of the Society. The change in legal status was discussed and it was proposed, seconded and agreed that the Town Council should take legal advice before a decision is made.

RESOLVED: that legal advice be sought regarding whether or not Maldon Town Mayor should be the President of the Community Beneficial Society.

27. DONATION OF A PAINTING TO THE TOWN
Members received a written report proposing the donation of a print by artist Michael Blooman to be displayed for the public to see. Members discussed the offer and also where the print could best be displayed. It was proposed, seconded and agreed that the print should be accepted and the decision on where to hang it deferred to another meeting.
RESOLVED: that the print be accepted and the decision on where to hang it be deferred to a future meeting.

28. POLICING IN MALDON
Cllr M Heard had declared a non-pecuniary interest.

Members received information about the potential funding of additional police resources in Maldon. During a discussion concern was expressed at the lack of a visible police presence in Maldon and the possibility of obtaining extra Special Constables. It was proposed, seconded and agreed that Essex Police be invited to attend a future meeting to discuss how this could be achieved.

RESOLVED: that Essex Police be invited to attend a Town Council meeting to explore the possibility of extra Special Constables for Maldon.

29. PUBLIC ENGAGEMENT ON AGENDA ITEMS
There were no members of the press present and no questions from the members of the public present.

The family of the late Maldon artist Charles Grigg Tait had granted permission to the Town Council to use some of his art work to make a frieze for the front of the Town Hall balcony. Members of the Tait family were in attendance and the frieze was unveiled. Cllr S Nunn thanked Cllr M Heard for initiating this project and also to Clare Tait for giving her permission. He said it will be a fitting memorial to Charlie Tait who so loved the town.

There being no further business, the meeting closed at 8.55pm.

Cllr Jeanette Stilts
Town Mayor

Signed:.................................................................
Date:..........................................................
Maldon Town Council Meeting 4th June 2018

Maldon Town Mayor Engagements

Note: Town Council committee meetings are not included in this document. Mayor’s blog regularly updated on Town Council website during this period.

Abbreviations: TM – Town Mayor, MCo – Town Mayor’s Consort, DM – Deputy Mayor, DMCo – Deputy Mayor’s Consort

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<thead>
<tr>
<th>Date</th>
<th>Details</th>
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<tr>
<td>17 May</td>
<td>Town Mayor attended the Maldon &amp; Dengie Stroke Support &amp; Carers’ Group ‘Make May Purple’ event at Fullbridge Church.</td>
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<td>20 May</td>
<td>The Deputy Town Mayor and Consort attended Brightlingsea Blessing and Reclaiming of the waters in Brightlingsea.</td>
<td>DM &amp; DMCo</td>
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<td>The Town Mayor and Consort attended Halstead Civic Service at St Andrews with Holy Trinity Church in Halstead. Cllr and Mrs Hafiz and Cllr and Mrs Heard also attended.</td>
<td>TM &amp; MCo</td>
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<td>24 May</td>
<td>The Town Mayor and Deputy Town Mayor attended a private viewing of All Saints Arts Festival and gave a welcome speech.</td>
<td>TM &amp; DM</td>
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<td>26 May</td>
<td>The Town Mayor attended a Stand up to Cancer Bake Sale and Vintage and Collectibles sale at the Moot Hall.</td>
<td>TM</td>
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<td>27 May</td>
<td>All Saints Church Community Songs of Praise attended by the Town Mayor and Consort.</td>
<td>TM &amp; MCo</td>
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<td>31 May</td>
<td>The re-opening of refurbished café at Brewster House Residential Home attended by The Town Mayor and Consort.</td>
<td>TM &amp; MCo</td>
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<td>Town Mayor attended Maldon &amp; District Museum Association AGM.</td>
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Maldon Town Council

Minutes of the Planning Committee Meeting Held on
Tuesday 15th May, 2018, Commencing at 7.30 P.M.
In the Conference Room, Maldon Town Hall

Present:

Town Mayor: Cllr J Stilts

Councillors: R. Ford, M. Harvey, S. Nunn, D. Ogg,
S. Savage (substitute for K Lagan),
F. Shaughnessy (Deputy Mayor, Ex Officio) and P.
Stilts.

In Attendance: The Planning Committee Clerk

In the Chair – Cllr. J. Stilts, Town Mayor

1. Election of Chairman for the ensuing Municipal Year

Resolved: that Cllr. D Ogg be elected as Chairman of the Planning Committee for
the 2018 - 2019 Municipal Year.

In the Chair – Cllr. D. Ogg

2. Election of Vice Chairman for the ensuing Municipal Year

Resolved: that Cllr. S. Nunn be elected as Vice Chairman of the Planning
Committee for the 2018 - 2019 Municipal Year.

3. Apologies for Absence

Apologies for absence were received from Cllrs K Lagan and M Pearlman.
Members were reminded that, when they are unable to attend a Planning Committee
meeting it is their responsibility to arrange for a substitute to attend, if possible.

4. Declarations of Interest

Members were reminded that they were required to declare any Disclosable
Pecuniary Interests, Other Pecuniary Interests or Non-Pecuniary Interests which they
knew they might have in items of business on the agenda. They were reminded that
they would need to repeat their declarations at the appropriate point in the meeting
and leave the room if required under the Code of Conduct. Unforeseen interests
must be declared similarly at the appropriate time.

(Cllrs Savage and Shaughnessy reserve their right of view at this meeting as Town
Councillors and reserve their right to a different view as District Councillors and at
other meetings)
Cllr J. Stilts declared a non-pecuniary interest in Minute items 7.a.6, 7.a.8, 7.b.10 and 7.b.13 as she is acquainted with the applicants.
Cllr M Harvey declared a non-pecuniary interest in Minute item 7.a.4 as he owns a property in the road and 7.b.13 as he is acquainted with the applicant.
Cllr S. Nunn declared a non-pecuniary interest in Minute items 7.a.6, 7.a.8 and 7.b.13 as he is acquainted with the applicants.
Cllr S Savage declared a non-pecuniary interest in Minute items 7.a.1 and 7.a.6 as he is acquainted with the applicants.
Cllr R Ford declared a non-pecuniary interest in Minute item 7.a.6 and 7.a.8 as he is acquainted with the applicants.
Cllr P Stilts declared a non-pecuniary interest in Minute item 7.b.10 due to his connection to the Sea Cadets.

5. MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 30th APRIL, 2018

RESOLVED that the Minutes of the meeting held on 30th April, 2018, be signed as a true record.

6. PUBLIC ENGAGEMENT ON AGENDA ITEMS

There were no members of the public in attendance. It was RESOLVED to remove Agenda item 6, Public Engagement On Agenda Items, from further Planning Committee meetings and to welcome Members of the Public to contribute to Agenda items when invited to.

7. PLANNING APPLICATIONS

a. Planning Applications for week ending 27th April 2018

Cllr S Savage declared a non-pecuniary interest in Minute item 7.a.1 as he is acquainted with the applicant.

1. HOUSE/MAL/18/00515 Maldon East
   House Application
   Demolition of existing garage/shed & small portion of low brick boundary wall. Erection of new garden store/garden room (reduced room in size from 14/01254/HOUSE) & provision for two vehicles & reinstatement of existing garden wall.
   25 Wantz Road Maldon Essex CM9 5DB
   Mr Spelman & Ms Dunn

   RESOLVED: that the Town Council recommends approval of this application.

2. HOUSE/MAL/18/00468 Maldon South
   House Application
   Construction of single storey side extension
   134 Wantz Road Maldon Essex CM9 5DG
   Mr Paul Magner

   RESOLVED: that the Town Council recommends approval of this application.
3. **HOUSE/MAL/18/00512**

   **Maldon South**
   House Application
   Single storey side extension
   15 Longfellow Road Maldon Essex CM9 6BD
   Mr Boatwright

   **RESOLVED**: that the Town Council recommends approval of this application.

   Cllr M Harvey declared a non-pecuniary interest in Minute item 7.a.4 as he owns a property in the same road.

4. **HOUSE/MAL/18/00431**

   **Maldon West**
   House Application
   Conversion of garage to form ground floor toilet (facilities for a disabled person) & raise roof level by 150mm.
   30 Dorset Road Maldon Essex CM9 6JU
   Mr Morrison

   **RESOLVED**: that the Town Council recommends approval of this application.

5. **FUL/MAL/18/00494**

   **Maldon West**
   Full Application
   Application for infrastructure works, including; foul and surface water drainage, provision of highways, proposed site levels and associated works.
   Land South Of Wycke Hill And Limebrook Way Maldon Essex
   Taylor Wimpey (East London)

   **RESOLVED**: that the Town Council recommends approval of this application.

   Cllrs Ford, Nunn, Savage and J. Stilts declared a non-pecuniary interest in Minute item 4.a.6 as they are acquainted with the applicant.

6. **FUL/MAL/18/00485**

   **Maldon North**
   Full Application
   Reform existing pitched roof from existing eaves position upwards to form gambrel roof creating 1No. new studio dwellinghouse with dormers front and rear, including access via new stairwell in Bright's Path, altering access to No. 2 Old Mill Close.
   1 Old Mill Close Maldon Essex CM9 5EH
   Mr Salisbury - Bright Ideas (Maldon) Ltd.

   **RESOLVED**: that the Town Council recommends approval of this application, subject to the views of the Conservation Officer.

7. **FUL/MAL/18/00496**

   **Maldon North**
   Full Application
   Demolition of existing dwelling and residential annex and construction of 2 dwellings, amenity and parking.
   Churston Fullbridge Quay Maldon Essex
   Mr Stephen Reed - Reeds Of Maldon Limited

   **RESOLVED**: that the Town Council recommends refusal of this application as the proposed development would result in overdevelopment of the site and is out of keeping with the street scene at Fullbridge, contrary to policy D1 of the Maldon District Local Development Plan.
Cllrs Ford, Nunn and J Stilts declared a non-pecuniary interest in Minute item 4.a.8 as they are acquainted with the applicant.

8. FUL/MAL/18/00510 Maldon North Full Application
Proposed conversion of former game store to holiday accommodation
Rear Of 112 High Street Maldon Essex
Mrs Salisbury - Mrs Salisburys Tea Rooms

RESOLVED: that the Town Council recommends refusal of this application as it considers that the proposal constitutes backland development, the building is not appropriate for habitation and due to concerns regarding the restricted access for services and the lack of parking at the site.

For information only

9. NMA/MAL/18/00458 Maldon North Application for non-material amendment following grant of Planning Permission
FUL/MAL/17/00174 (New build 2 bedroom bungalow) Amendment sought: Change window sizes
Compass Lodge Cromwell Lane Maldon Essex. Mr Roger Pierce

RESOLVED: that this information be noted

b. Planning Applications for week ending 4th May 2018

Cllr J Stilts declared a non-pecuniary interest in Minute item 7.b.10 as she is acquainted with the applicant and Cllr P Stilts declared a non-pecuniary interest in Minute item 7.b.10 due to his connection with the Sea Cadets.

10. FUL/MAL/18/00502 Maldon East Full Application
Proposed 3No. padel courts with new glass & fencing panels built over existing tennis court.
Park Drive Fitness And Squash Club Park Drive Maldon Essex
Mr Peter Alexander - Park Drive Health Club

RESOLVED: that the Town Council recommends approval of this application.

11. FUL/MAL/18/00527 Maldon East Full Application
Proposed development for 2No. additional spectator stands and covered enclosure for 3No. additional turnstiles
Maldon And Tiptree Football Club Wallace Binder Ground Park Drive Maldon
CUFC Hospitality Ltd

RESOLVED: that the Town Council recommends approval of this application, despite noting that the Archaeological Assessment in relation to the Battle of Maldon appears to be potentially flawed.
12. HOUSE/MAL/18/00532 Maldon West
House Application
Extension and alterations to existing annex to existing residence.
41 Viking Road Maldon Essex CM9 6JR. Mr & Mrs Scott Parish

RESOLVED: that the Town Council recommends approval of this application.

Cllrs Harvey, Nunn and J Stilts declared a non-pecuniary interest in Minute item 7.b.13 as they are acquainted with the applicant.

13. FUL/MAL/18/00392 Maldon North
Full Application
Change of use from storage to residential use.
28A High Street Maldon Essex. Mr Giles Ford - Edwards Walk Limited

RESOLVED: that the Town Council recommends approval of this application, subject to the views of the Conservation Officer.

14. HOUSE/MAL/18/00475 Maldon North
House Application
Single storey side/rear extension and new boundary fence.
27 Highlands Drive Maldon Essex CM9 6HX. Mr & Mrs Keith & Chris Bunto

RESOLVED: that the Town Council recommends approval of this application, subject to the extension being ancillary to the main building.

15. HOUSE/MAL/18/00492 Maldon North
House Application
Paved driveway to front garden
72 Spital Road Maldon Essex CM9 6ED. Mr Willingham

RESOLVED: that the Town Council recommends approval of this application, subject to the driveway being a permeable surface, not to be sealed, and subject to a dropped kerb being approved.

16. FUL/MAL/18/00501 Maldon North
Full Application
Replace the existing timber windows to uPVC windows finished in white
Guernsey Court Spital Road Maldon Essex. Mr Allan Wing - Anchor Trust

RESOLVED: that the Town Council recommends approval of this application.

FOR INFORMATION ONLY

17. NMA/MAL/18/00508 Maldon East
Application for non-material amendment following grant of Planning Permission FUL/MAL/15/00760 (Demolition of existing buildings and erection of 2 and a half storey residential apartment block containing 2 no. 2 bedroom units and 2 no. 1 bedroom units, together with associated bin/cycle store outbuilding, car parking, communal and private garden space, landscaping and related works) Amendment sought: To omit the masonry bin/cycle store and replace with timber cycle shelter, bin enclosure and associated external works. P5
RESOLVED: that this information be noted.

c. Amended applications

The following two applications had been amended by the submission of revised plans.

18. Application No: 17/00764/LBC
Proposal: Residential redevelopment for 28 dwellings comprising conversion of listed building to 7 apartments, demolition of unsympathetic 1960s extension and replacement with 2 townhouses, construction of new build development within the grounds to the south comprising 19 apartments, hard and soft landscaping and associated parking and infrastructure.
Location: The Friary Carmelite Way Maldon Essex

RESOLVED: that the Town Council continues to strongly recommends refusal of this application for the following reasons:

- The proposal would result in an awkward back-land development, overdevelopment of the site and would be out of keeping in this sensitive area.
- The proposal jeopardizes the historical context of the existing Listed Building.
- The proposal, by reason of its scale and bulk, would result in an imposing and obtrusive development.
- Concern about the proposed limited access.
- The site had not been earmarked for development in the approved Local Development Plan.
- By their own admission, the applicants state that the development will be detrimental to the amenity of Friary West.

19. Application No: 17/00763/FUL
Proposal: Residential redevelopment for 28 dwellings comprising conversion of listed building to 7 apartments, demolition of unsympathetic 1960s extension and replacement with 2 townhouses, construction of new build development within the grounds to the south comprising 19 apartments, hard and soft landscaping and associated parking and infrastructure.
Location: The Friary Carmelite Way Maldon Essex
RESOLVED: that the Town Council continues to strongly recommends refusal of this application for the following reasons:

- The proposal would result in an awkward back-land development, overdevelopment of the site and would be out of keeping in this sensitive area.
- The proposal jeopardizes the historical context of the existing Listed Building.
- The proposal, by reason of its scale and bulk, would result in an imposing and obtrusive development.
- Concern about the proposed limited access.
- The site had not been earmarked for development in the approved Local Development Plan.
- By their own admission, the applicants state that the development will be detrimental to the amenity of Friary West.

8. MALDON DISTRICT COUNCIL PLANNING DECISIONS
Members received the list of Planning Decisions for the weeks ending 27th April & 4th May 2018.

RESOLVED: that this information be noted.

9. QUESTIONS FROM THE PRESS AND PUBLIC
There were no members of the public in attendance at the end of the meeting.

The Chairman closed the meeting at 8.44pm.

Cllr D. Ogg
Chairman

Signed …………………………………………………………………. Date……………………………. 
MALDON TOWN COUNCIL
MINUTES OF THE ENVIRONMENT COMMITTEE MEETING HELD ON
TUESDAY 8th MAY 2018 IN THE CONFERENCE ROOM, TOWN HALL, MALDON
COMMENCING AT 7.30 P.M

PRESENT:
Chairman: Cllr F. Shaughnessy
Councillors: J. Stilts (Town Mayor ex officio), A. Hafiz (Deputy Town Mayor ex officio), P. Stilts, M. Harvey, D. Ogg, S. Savage,
In attendance: M. Curtis (Deputy Town Clerk ‘DTC’), D. Linton (Maldon in Bloom), J_M Osborne (Plume School), H. Newman (Plume School), I. Mudge (Community Protection Officer), Cllr C. Swain

161. APOLOGIES FOR ABSENCE
No apologies for absence were received.

162. DECLARATIONS OF INTEREST
Members were reminded that they are required to declare any Disclosable Pecuniary Interests, Other Pecuniary Interests, or Non-Pecuniary Interests which they know they might have in items of business on the agenda. They were reminded that they will need to repeat their declarations at the appropriate point in the meeting and leave the room if required under the Code of Conduct. Unforeseen interests must be declared similarly at the appropriate time.

No declarations of interest were made.

163. MINUTES OF THE MEETING HELD 26th MARCH 2018
Members received the Minutes of the meeting held on 26th March 2018. The Minutes were amended as per Cllr. S Savage’s comments.

RESOLVED: that the Minutes of the meeting held on 26th March 2018 be approved and signed as a true record.

164. PUBLIC ENGAGEMENT ON AGENDA ITEMS
There were no questions from the member of the public present.

165. SITE UPDATE FROM THE COMMUNITY PROTECTION OFFICERS (CPOs)
I. Mudge from the Community Protection Officers Team reported that the TruCam had been returned to Essex Police for recalibration resulting in the device only being available for 30 minutes in the town. This did result in 4 captures. Overall, there have been 60 captures within the County using the TruCam.
All other areas remain quiet, including Leech Memorial Garden.

It was confirmed by I. Mudge that Millenium Wood was routinely included on their patrol. It was noted that a bus shelter near Blackwater Leisure Centre had been graffitied. It was suggested that this be reported to the police. I. Mudge left the meeting at 7:45pm.

**RESOLVED:** CPO Team report the graffiti on bus shelter to the police.

166. **FINANCIAL REPORT**
Members received a copy of the Environment Committee Financial Report, to 27th April 2018.

**RESOLVED:** that Financial Report to 27th April 2018 be received and noted.

167. **ALLOTMENTS REPORT**
The Deputy Town Clerk reported that the sites are in overall good order with no reported incidents. Work on plots is commencing with the good weather.

167.1 **Site Update**

- **Maldon Hall (MH)**
  Skippers to be instructed to mow the gateway and paths, as well as clear the dilapidated composting area just inside the main gate.

- **Warwick Crescent (WC)**
  The Deputy Town Clerk noted that the depressed area currently fenced off would benefit from some type of infill in due course.

- **Brickhouse Farm (BHF)**
  The site looks in good order with no reported incidents.

**RESOLVED:** that the above information be noted.

167.1.1 **Shed Request for Plot MH45A**
Members received and approved a shed request for Plot 45A.

**RESOLVED:** that the request be approved.

167.2 **Waiting List and Vacant Plot Update**
The Deputy Town Clerk noted that an audit of the plots was in progress. There are currently 28 people on the waiting list and 4 vacant plots; (2 MH and 2 WC). The available plots will be offered to people on the list in due course.
RESOLVED: that the above information be noted.

167.3 Tenants questions
No tenants’ questions were received.

168. ENVIRONMENT COMMITTEE BUSINESS PLAN
Members received a copy of the Environment Committee Business Plan.
The Deputy Town Clerk reported that SIM Search had been re-submitted.
RESOLVED: that the Business Plan be agreed.

169. CLOSED CHURCHYARDS
All three churchyards were reported to be in good order, with no reported incidents.
Cllr. F Shaughnessey reported that an area of fence enclosing St. Mary’s Churchyard is to be replaced. Cllr. J Stilts noted that work within a heras fence area had progressed. D Linton reported that Maldon Court School would be attending St. Peter’s Churchyard on Wednesday 9 May to plant sunflowers that they had been growing. Cllr. F Shaughnessy reported that work will commence to the raised bed on Thursday 10 May 2018 and this had been agreed with Maldon District Council Planning Department.
RESOLVED: that this information be noted.

170. LEECH MEMORIAL GARDEN (LMG)
Councillor Shaughnessy, Chairman of the Friends of Leech Memorial Garden, reported that the working group had met briefly to commence clearing with further work to follow. Cllr. F. Shaughnessy reported that the Japanese Knotweed had received two treatments and two small stumps remain and are being monitored.
RESOLVED: that this information be noted.

171. PONDS
Ware Pond
The site had been recently visited and was in good order. The grass had recently been cut and there was wildlife in situ.

Wycke Hill
It was noted that Wycke Hill Pond was now totally covered in weed. It was agreed that Cllr. Swain attempt to reduce this using Barley Straw. It was discussed whether the pond could be used for by local schools and groups for pond dipping.
RESOLVED: that Cllr. C. Swain attempt to reduce the pond weed using Barley Straw and the Deputy Town Clerk set up a group to assess the pond for potential pond-dipping exercise by local students.
171.1 Wycke Hill Pond Improvement

A proposal from Maldon Crystal Salt Company was reviewed and discussed. Cllr. F Shaughnessy noted that the area should remain a natural habitat.

RESOLVED: it was agreed that there would be further consultation with Maldon Crystal Salt Company.

172. EYESORES

Eyesores reported by Councillors
The following eyesores were reported: -

Maldon Police Station – West Square
Cllr. J. Stilts noted the security hoarding on the windows of the Police Station.

Trees opposite footpath to Lightermans Place
Cllr. d. Ogg noted the trees had been deliberately cut down opposite the footpath to Lightermans Place.

Corrugated Iron Flour Mill on Fullbridge
Cllr. C. Swain noted that the building was very dilapidated. It was suggested that Maldon Town Council write regarding its continued deterioration.

Pothole Fitches Crescent / Park Drive
It was noted that the pothole at Fitches Crescent/Park Drive had been reported again.

Parking on Grass Verges Adjacent to Promenade Park
Following discussion, it was agreed that the Deputy Town Clerk to raise this with Essex County Council Highways Department.

RESOLVED: it was agreed that the Deputy Town Clerk establish ownership and write to make contact regarding the building’s continued deterioration, highlight the parking issue adjacent to Promenade Park to Essex Highways, and all of the above information be noted.

172.1 Issues Raised in Town Meeting

Following discussions in relation to each item within Mr Lionel Brent’s email. It was noted that:

1. Cllr. S. Savage noted that the hedge alongside the ditch near Primrose Meadow was a protected variety which hindered the clearance of the area. It was noted that the ditch had been cleared within the last two months.
2. It was agreed to write to the Chairman of the Board of Governors at the Plume School to highlight the necessity for repairs on the boundary fence.
3. It was noted that the rubbish between Poulton Drive and Chichester Way had recently been removed.
4. It was noted that the Hydrant had recently been removed.
5. Cllr. S. Savage noted that the concrete bollards cited are in fact boundary shuttering to retain hedges. This has been reported to the Highways Department at Essex County Council and is on their website.
6. It was agreed that the Deputy Town Clerk explore options for the installation of a refuse bin in the area.
7. Cllr. C. Swain reported that following discussions the signs opposite Jersey Road have now been removed, alongside the barrel of bitumen.
8. That damage to a grass verge on Park Drive has been reported to Maldon District Council.
9. It was noted that the issue of fallen leaves has been addressed in the past and it remained the policy of Maldon District Council not to remove leaves in any area.

173. AMENITY AREAS

Poets Estate
Cllr. M Harvey noted that the parking issues on the Poets estate appear to have been resolved.

Shelley Close
There had been a report from the Poets Estate Residents Association of a diseased tree located in Shelley Close. Cllr M. Harvey, Cllr J. Stilts and the Deputy Town Clerk had visited the site and found the tree to be diseased. The Deputy Town Clerk reported that this had been reported to Essex County Council through their online reporting tool.

RESOLVED: that this information be noted.

Elliot Way
Cllr. M. Harvey reported that a Silver Birch tree located in Elliot Way had caused damage to the footpath. It was noted that this tree was subject to a Tree Preservation Order and had previously been subject to a planning appeal which Cllr. M Harvey understood could be reviewed after a 2 year period.

RESOLVED: It was agreed that the Deputy Town Clerk investigate the review date within the Planning Appeal documents.
174. MALDON IN BLOOM

**MiB Report by Dorreen Linton - Chairperson**

Dorreen reported that she had been disappointed to hear that the Friend of the Promenade Park had disbanded after 20 years, following a breakdown of communication with the District Council.

There had been a lot of school and Brownie group involvement with Maldon in Bloom recently. The Friary Playschool, St. Francis School and 3rd Maldon Brownies had sown wild flower seeds along the hedge line at the Plume School. She noted that Maldon had been privileged to be chosen from many to receive the specially selected seeds from the Royal Botanical Garden at Kew.

A bat and bird box had been kindly made by The Men’s Shed and given to Matt Wilson.

Maldon Rotary Club had kindly donated the plants that were left unsold following their plant sale on Saturday 6th May.

Maldon Court School Eco Schools Group would be attending St. Peter’s Churchyard on Wednesday 9th May 2018 to plant the sunflowers they had been growing.

**RESOLVED:** that this information be noted.

175. LOCATION OF BOUNDARY SIGNS BETWEEN MALDON & HEYBRIDGE

Members considered a request to review the location of the Maldon & Heybridge signs located at the Causeway. Cllr. F Shaughnessy reported that she had visited the signs’ locations and concluded that their location was satisfactory.

**RESOLVED:** that the above information be agreed.

176. GROUNDS MAINTENANCE REPORT

No report had been made.

**RESOLVED:** that this information be noted.

**QUESTIONS FROM THE PRESS AND PUBLIC.**

C Murphy, resident of King Street Maldon, and allotment holder at the Warwick Crescent Site, raised concerns regarding the ownership and potential future removal of the allotment sites in Maldon. Cllr S Savage reported that the Maldon allotment sites were ‘statutory’ and as such have legal protection. The Secretary of State must consent to the disposal of land by a local authority for alternative use. It was also noted that removal of any site would require an alternative site to be provided alongside compensation for allotment holders.
There were no further questions.

There being no further business, the Chairman closed the meeting at 8.50 pm

Signed: ...........................................  Date:

...........................................
Cllr F Shaughnessy
Chairman
Maldon Town Council

Minutes

Finance & General Purposes Committee Meeting
Monday 21st May 2018 @ 7.30pm

Present:
Chairman: Cllr J Stilts (Town Mayor in the chair)
Councillors: A Hafiz, M Heard, S Nunn, R Miller, M Pearlman, F Shaughnessy (Deputy Town Mayor), T Shrimpton (substitute for K Lagan) and C Swain

In Attendance: Mrs J Coleman Town Clerk Cllr S Savage and one member of the public

1 Election of Chairman
The Town Mayor welcomed everyone to the meeting and called for nominations for the Chairman of the Finance & General Purposes Committee for the Civic Year 2018-2019.

Cllr M Pearlman nominated Cllr M Heard, seconded by Cllr C Swain. Cllr A Hafiz nominated Cllr R Miller who whilst appreciative of the nomination, did not feel able to stand. Cllr M Heard was therefore elected to serve as Chairman for the Civic Year 2018-2019.

Cllr M Heard assumed the Chair, having thanked his colleagues for their support.

2 Election of Vice Chairman
The Chairman called for nominations for the Vice Chairman of the Finance & General Purposes Committee for the Civic Year 2018-2019. Cllr T Shrimpton nominated Cllr A Hafiz, seconded by Cllr S Nunn. Cllr R Miller nominated Cllr S Nunn, seconded by Cllr A Hafiz, who simultaneously withdrew from standing. Cllr S Nunn was therefore elected to serve as Deputy Chairman for the coming Civic Year and he thanked his colleagues for their support.

3 Welcome and Apologies for Absence
Apologies for absence were received from Cllr K Lagan (away on business).

4 Declarations of Interest
Members were reminded that they are required to declare any Disclosable Pecuniary Interests, Other Pecuniary Interests or Non-Pecuniary Interests which they know they might have in items of business on the agenda. They were reminded that they would
need to repeat their declarations at the appropriate point in the meeting and leave the room if required under the Code of Conduct. Unforeseen interests must be declared similarly at the appropriate time.

Cllr M Pearlman declared a non-pecuniary interest in item 10 as chairman of the Vintage Christmas Fayre Working Party. Cllr S Nunn declared a non-pecuniary interest in item 9.4 as author of one of the draft wordings. Cllr F Shaughnessy also declared a non-pecuniary interest in item 9.4 as through Maldon in Bloom she is closely involved in improvements to St Peter’s Churchyard at the present time. Cllr C Swain declared a non-pecuniary interest in item 9.5 as the town council’s representative at the Maeldune Trust.

Later in the meeting Cllrs S Nunn and S Savage declared a non-pecuniary interest in item 11.1.1. as the contractor is known to them.

5 MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 9th APRIL 2018

The Minutes of the Finance and General Purposes Committee meeting held on 9th April 2018 were received and approved.

RESOLVED: that the Minutes of the Finance and General Purposes Committee meeting held on 9th April 2018 be confirmed as a true record and signed by the Chairman.

6 PUBLIC ENGAGEMENT ON AGENDA ITEMS
The Chairman explained that this item had been introduced at this point in the agenda to give members of the public the opportunity to speak on an agenda item before councillors discussed it and made a decision. Otherwise, councillors did not have the benefit of the public’s views on agenda items. This had been agreed by the Town Council at its meeting on 30th October 2017 (minute 95). The Chairman noted that members of the public are only permitted to speak during a council meeting at the discretion of the Chairman.

Mrs L Raymond thanked the council for taking her new research on Edward Bright on board, and helping to ensure that the correct information is available within the town.

7. INTERPRETATION BOARD ST PETERS CHURCHYARD
Cllrs S Nunn and F Shaughnessy had declared a non-pecuniary interest.

Councillors agreed to bring this item forward in the agenda and considered the two proposed wordings for the interpretation board anonymously side by side. Cllr S Nunn complimented Mrs Raymond on her thorough research, agreeing that the information was accurate in both versions, but expressed in slightly different language.
Cllr T Shrimpton proposed the adoption of wording B, and this was agreed.

**RESOLVED:** that wording B be used for the new interpretation board in St Peters’ Churchyard.

Mrs Raymond was revealed as the author of the approved wording.

Mrs Raymond left the meeting at 7.45pm.

8 **TOWN CLERK’S REPORT**  
The Town Clerk had no additional issues to report, beyond those presented within the agenda.

9 **FINANCIAL REPORTS**

9.1 **Payments for approval 1st-30th April, 1st – 14th May 2018**  
The lists of payments for approval between 1st – 30th April and 1-14th May 2018 were scrutinised and approved. The Clerk clarified the similarities between payment no 10340 and 10372 noting that one was for water charges and the other for sewerage charges. This will be annotated appropriately in the accounts.

**RESOLVED:** that the list of payments for 1st – 30th April and 1-14th May 2018 be noted and approved.

9.2 **Bank Reconciliation Summary to 30th April 2018**  
The Bank Reconciliation Summary to 30th April 2018 was scrutinised and approved.

**RESOLVED:** that the summary of the bank reconciliations of all accounts, to 30th April 2018 be noted and approved.

9.3 **Budget Comparison Report at 30th April 2018**  
The Budget Comparison Report as at 30th April 2018 was scrutinised and approved.

**RESOLVED:** that the Budget Comparison Report dated 30th April 2018 be received and approved.

10. **APPROVAL OF DRAFT ACCOUNTS FOR YEAR ENDING 31st MARCH 2018**  
A report including the draft Annual Statement of Accounts and Supporting Statement for 1st April 2017 – 31st March 2018 was received. It was noted that these will be subject to internal audit on 1st June, and put to Council for agreement on 4th June.

Cllr S Savage requested confirmation that the council had 30 benches, (item 1 Assets) and clarification of the rental payment to ECC for Wycke Hill Pond (item 5 tenancies)

**RESOLVED:** That the draft accounts for the year ending 31st March 2018 be approved.
Members considered the recommendation on Earmarked Reserves, and agreed to recommend to Town Council that the cost of the recent West Ward bi election (£3471) is met from General Funds, and a further £1000 be transferred to the Election Reserve to meet the potential costs of the May 2019 elections.

**RESOLVED:** to recommend to Town Council that the cost of the recent West Ward bi election is met from General Funds and to transfer a further £1000 to the Election Reserve to meet the potential costs of the May 2019 elections.

11. PREMISES
11.1 TOWN HALL
11.1.1 Hall heating report

Cllrs S Nunn and S Savage declared a non-pecuniary interest as the contractor is known to them.

Members received a report on the effectiveness of the Town Hall ground floor heating system and a proposal for improvements. It was agreed that the Premises Working Group would consider the recommendations in the report, obtain further quotations and present a recommendation to the Finance Committee.

**RESOLVED:** the Premises Working Group considers the recommendations in the report, obtains alternative quotations and presents a recommendation to the Finance Committee.

11.2 MOOT HALL

Councillors received the structural engineer’s report for the roof. It was noted that the findings had been forwarded to Bakers of Danbury, to see if it is sufficient for their needs and also to the Friends of the Moot Hall, for their confirmation that they still wish to proceed with this project, as currently proposed.

**RESOLVED:** that the information be received and noted and that responses from Bakers and the Friends of the Moot Hall are awaited.

11.3 ST GILES RUINS

Councillors received quotations for the work identified in the recent QI report and were surprised at the proposed cost, given that none of the works relate to public safety. It is believed that the council has not undertaken any works to the ruins since acquiring them.

It was agreed to request that the proposed works are graded in order of urgency, and that options for grant funding be explored. Cllr F Shaughnessy requested that consideration be given to improved perimeter fencing, to give the ruins better protection from incursion. Efforts via the Environment Committee to strengthen the hedge had not been successful, and it is felt that extended railings are required.

**RESOLVED:** that David Whymark be requested to grade the proposed works in order of priority.

F4
11.5 MAELDUNE CENTRE

Cllr C Swain had declared a non-pecuniary interest.

Members were advised that a further quotation had been obtained including a proposal for an additional small basin to separate hand washing from washing up for hygiene purposes. The Centre Manager is now seeking revised quotations to include this.

Members were also advised that the Trust is currently in the process of revising its business plan, but that this has been delayed due to personal circumstances.

RESOLVED: that the update be noted.

12. MALDON VINTAGE CHRISTMAS FAYRE 2018

Cllr M Pearlman had declared a non-pecuniary interest.

The notes of the Working Party Meeting held on 17th April 2018 were received and noted. Cllr M Pearlman further noted that with assistance from other councillors he is working on increasing the amount of sponsorship for 2018.

RESOLVED:- that the update be received and noted.

13. GENERAL DATA PROTECTION REGULATIONS

Members were advised that MP’s have accepted a Government amendment to exempt all parish and town councils from the requirement to appoint a Data Protection Officer, and that the bill awaits acceptance from the House of Lords. In view of the currently lack of certainty over the operation of the new legislation, Members re-confirmed the appointment of MDC as the Town Council’s Data Protection Officer for the coming 12 months, to be reviewed at this time, once more is known about the operation of the legislation.

Members also received and approved a draft Data Protection Policy, which will be put to the next Town Council meeting for approval. This will be published on the Town Council’s website.

The Clerk noted that Privacy Notices are now being sent to regular hirers, allotment holders and participants in the hanging basket scheme with their invoices. Work is well underway reviewing the office filing for compliance.

Cllr S Savage noted that historic items can be filed at the Essex Records Office.

F5
RESOLVED: that the Town Council appoints MDC as the Town Council’s Data Protection Officer for the coming 12 months, to be reviewed at this time, once more is known about the operation of the legislation and that the draft Data Protection Policy is put to the next Town Council meeting for approval.

It was noted that the draft Data Protection Policy proposes GDPR Training for members, and it was suggested that MDC might be able to provide this, as they had provided training for District Council members. Members were re-assured that the Council’s Document Retention Policy was informed by the District Council’s one, using their suggested template.

14. QUESTIONS FROM THE PRESS AND PUBLIC
There were no members of the public present.

There being no further business, the Chairman closed the meeting at 8.17 pm.

Signed:……………………………………… Date: …………………………
Cllr M Heard
Chairman
MALDON TOWN COUNCIL

Annual Accounts

2017-2018

Town Hall
4 Market Hill
Maldon
Essex
CM9 4RL
01621 857373
www.maldontowncouncil.gov.uk
Statement of Responsibilities for the Statement of Accounts

The Town Council is required :-

- To make arrangements for the proper administration of its financial affairs and to ensure that one of its officers has the responsibility for the administration of those affairs. In this Council, the Responsible Finance Officer is the Town Clerk.

- To manage its affairs to secure economic, efficient and effective use of resources and to safeguard its assets.

The Responsible Finance Officer is responsible for:-

- The preparation of the Council’s statement of accounts that will present fairly the financial position of the Town Council as at the close of business on 31st March 2018.

In preparing this statement of accounts, as the Responsible Finance Officer, the Town Clerk has:-

- Selected suitable accounting policies and then applied them consistently.

- Made judgements and estimates that are reasonable and prudent.

- Taken reasonable steps for the prevention and detection of fraud and other irregularities.

- Complied with the Code of Practice on Local Authority Accounting.

..............................................................

Jane Coleman

Town Clerk and Responsible Financial Officer 2017-2018
## Income and Expenditure Account

### 31/03/17

<table>
<thead>
<tr>
<th>Description</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INCOME</strong></td>
<td></td>
</tr>
<tr>
<td>Precept</td>
<td>325,000.00</td>
</tr>
<tr>
<td>Agency Services</td>
<td>414.00</td>
</tr>
<tr>
<td>Interest on Investments</td>
<td>589.61</td>
</tr>
<tr>
<td>Tenancies</td>
<td>2.50</td>
</tr>
<tr>
<td>Grants</td>
<td>0.00</td>
</tr>
<tr>
<td>Administration</td>
<td>228.82</td>
</tr>
<tr>
<td>Town Hall</td>
<td>37,401.19</td>
</tr>
<tr>
<td>Allotments</td>
<td>4,046.01</td>
</tr>
<tr>
<td>Environment</td>
<td>3,336.00</td>
</tr>
<tr>
<td>General Purposes</td>
<td>6,801.74</td>
</tr>
<tr>
<td><strong>TOTAL INCOME</strong></td>
<td>377,819.87</td>
</tr>
<tr>
<td><strong>EXPENDITURE</strong></td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td>1,800.00</td>
</tr>
<tr>
<td>Administration</td>
<td>36,603.91</td>
</tr>
<tr>
<td>Employment Costs</td>
<td>135,221.44</td>
</tr>
<tr>
<td>S. 137 Payments</td>
<td>0.00</td>
</tr>
<tr>
<td>Other Payments</td>
<td>12.35</td>
</tr>
<tr>
<td>Loan Interest &amp; Repayments</td>
<td>67,310.82</td>
</tr>
<tr>
<td>Advertising &amp; Publicity</td>
<td>885.00</td>
</tr>
<tr>
<td>Town Hall</td>
<td>35,740.19</td>
</tr>
<tr>
<td>Moot Hall</td>
<td>14,308.66</td>
</tr>
<tr>
<td>Plume Building</td>
<td>5,376.50</td>
</tr>
<tr>
<td>Allotments</td>
<td>1,486.28</td>
</tr>
<tr>
<td>Environment</td>
<td>57,576.12</td>
</tr>
<tr>
<td>General Purposes</td>
<td>39,460.25</td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURE</strong></td>
<td>395,781.52</td>
</tr>
<tr>
<td><strong>Balance as at 01/04/17</strong></td>
<td>175,735.46</td>
</tr>
<tr>
<td>Add Total Income</td>
<td>377,819.87</td>
</tr>
<tr>
<td><strong>Balance as at 31/03/18</strong></td>
<td>173,768.04</td>
</tr>
<tr>
<td>Deduct Total Expenditure</td>
<td>383,582.37</td>
</tr>
<tr>
<td>Stock Adjustment</td>
<td>0.00</td>
</tr>
<tr>
<td>Transfer to/ from reserves</td>
<td>23,385.00</td>
</tr>
<tr>
<td><strong>Balance as at 31/03/18</strong></td>
<td>173,768.04</td>
</tr>
</tbody>
</table>
Consolidated Balance Sheet

<table>
<thead>
<tr>
<th></th>
<th>31/03/17 £</th>
<th>31/03/18 £</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investments</td>
<td>25,312.57</td>
<td>25,377.75</td>
</tr>
<tr>
<td>Loans Made</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Investments</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>VAT Recoverable</td>
<td>9,704.35</td>
<td>8,130.81</td>
</tr>
<tr>
<td>Debtors</td>
<td>1,626.00</td>
<td>3,803.12</td>
</tr>
<tr>
<td>Payment in Advance</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Cash in Hand &amp; at Bank</td>
<td>234,465.13</td>
<td>235,485.27</td>
</tr>
<tr>
<td><strong>TOTAL CURRENT ASSETS</strong></td>
<td>271,108.05</td>
<td>272,796.95</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>271,108.05</td>
<td>272,796.95</td>
</tr>
<tr>
<td><strong>Current liabilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loans Received</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Temporary Borrowing</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>VAT Payable</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Creditors</td>
<td>2,902.81</td>
<td>4,529.21</td>
</tr>
<tr>
<td>Receipts in Advance</td>
<td>1,032.81</td>
<td>1,062.73</td>
</tr>
<tr>
<td><strong>TOTAL CURRENT LIABILITIES</strong></td>
<td>3,935.62</td>
<td>5,591.94</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS LESS CURRENT LIABILITIES</strong></td>
<td>267,172.43</td>
<td>267,205.01</td>
</tr>
<tr>
<td><strong>NET ASSETS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Represented by</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Fund</td>
<td>175,735.46</td>
<td>173,768.04</td>
</tr>
<tr>
<td>Allotments</td>
<td>4,154.62</td>
<td>4,154.62</td>
</tr>
<tr>
<td>Leech Memorial Garden</td>
<td>9,913.00</td>
<td>9,913.00</td>
</tr>
<tr>
<td>Regalia &amp; Robes</td>
<td>3,178.00</td>
<td>3,178.00</td>
</tr>
<tr>
<td>Premises major works</td>
<td>31,835.00</td>
<td>31,835.00</td>
</tr>
<tr>
<td>Plume Building Project</td>
<td>9,000.00</td>
<td>9,000.00</td>
</tr>
<tr>
<td>Closed Churchyards major works</td>
<td>4,978.00</td>
<td>4,978.00</td>
</tr>
<tr>
<td>Maldon in Bloom</td>
<td>1,238.15</td>
<td>1,238.15</td>
</tr>
<tr>
<td>Market Hill Garden</td>
<td>2,140.20</td>
<td>2,140.20</td>
</tr>
<tr>
<td>Neighbourhood Planning</td>
<td>25,000.00</td>
<td>25,000.00</td>
</tr>
<tr>
<td>Elections</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
MALDON TOWN COUNCIL ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2018: SUPPORTING STATEMENT

1 ASSETS
For this purpose assets are defined as land and buildings, vehicles, plant and equipment with a value of £1000 or more

Movements in the year:

(a) During the year the following assets were purchased:
   - Bench, High Street £565
   - 2 x WW1 Commemorative benches £1458

(b) The following assets were disposed of:
   - none

(c) At 31st March 2018 the following assets were held:

COMMUNITY ASSETS (held in trust, not listed on the insurance schedule)

- Maldon Hall Allotments £1
- Amenity land £1
- Cromwell Pump £1
- Leech Memorial Garden £1
- Market Hill Garden £1
- Ware Pond £1
- St Peter's Churchyard £1

In 2012, advice given to Local Councils changed. Fixed assets were to be shown at their original value, not their insurance value. For additional information, both the 2012 values and the insurance values at present are given

OTHER FIXED ASSETS

<table>
<thead>
<tr>
<th>Description</th>
<th>at 31/03/12</th>
<th>at 31/03/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moot Hall: Building</td>
<td>£1,757,347</td>
<td>£2,180,645</td>
</tr>
<tr>
<td>Contents: All Regalia inc Mace</td>
<td>£56,037</td>
<td>£64,337</td>
</tr>
<tr>
<td>balcony planters</td>
<td>£1,400</td>
<td>£1,050</td>
</tr>
<tr>
<td>Plume Building &amp; St Peters Tower Building</td>
<td>£961,917</td>
<td>£1,193,613</td>
</tr>
<tr>
<td>Contents</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Town Hall: Building Contents</td>
<td>£1,095,616</td>
<td>£1,359,520</td>
</tr>
<tr>
<td>Office contents, works of art</td>
<td>£38,094</td>
<td>£49,710</td>
</tr>
<tr>
<td>balcony planters</td>
<td>£14,171</td>
<td>£15,269</td>
</tr>
<tr>
<td>cinema, screen, lights, projector</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>4 Hanging Murals</td>
<td>£10,819</td>
<td>£12,421</td>
</tr>
<tr>
<td>Street Furniture</td>
<td>£47,908</td>
<td>£58,921</td>
</tr>
<tr>
<td>Town Sign, benches, fingerpost, bus shelters, parish light, planters at 31/03/2012 - 27 benches; at 31/03/15 - 30 benches</td>
<td>£2,400</td>
<td>£2800</td>
</tr>
<tr>
<td>Interpretation boards in gardens, 6 in all:</td>
<td>£2,595</td>
<td>£4,728</td>
</tr>
<tr>
<td>Carving of Monk in garden</td>
<td>£1,274</td>
<td>£1,462</td>
</tr>
<tr>
<td>War Memorial</td>
<td>£40,229</td>
<td>£46,188</td>
</tr>
<tr>
<td>Hand rail at Market Hill Garden (impact damage)</td>
<td>£12,998</td>
<td>£14,923</td>
</tr>
<tr>
<td>Horse Trough</td>
<td>£33,712</td>
<td>£38,705</td>
</tr>
<tr>
<td>Notice Boards</td>
<td>£2,148</td>
<td>£2,466</td>
</tr>
<tr>
<td>Fencing at Ware Pond</td>
<td>£4,120</td>
<td>£4,458</td>
</tr>
<tr>
<td>new in 2013</td>
<td>£4,245,699</td>
<td>£5,229,451</td>
</tr>
</tbody>
</table>

2 BORROWINGS

At the close of business on 31st March 2018 the following loans to the Council were outstanding

<table>
<thead>
<tr>
<th>Lender</th>
<th>interest rate</th>
<th>Loan Period remaining</th>
<th>AMOUNT Borrowed</th>
<th>AMOUNT Outstanding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Works Loan Board</td>
<td>6.63%</td>
<td>5 years</td>
<td>£565,000</td>
<td>£195,449</td>
</tr>
<tr>
<td></td>
<td>4.75%</td>
<td>7 years</td>
<td>£200,000</td>
<td>£59,332</td>
</tr>
<tr>
<td></td>
<td>4.55%</td>
<td>4 years</td>
<td>£100,000</td>
<td>£25,727</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>£280,508</td>
<td></td>
</tr>
</tbody>
</table>
3  LEASES  Office equipment  Lease period  Insured value
PEAC (UK) Ltd  starting 2018
for Avaya office telephone system  5 years  £162.81 per quarter  £2,787
Neopost Finance  6 years  £92.80 per quarter  £2,467

4  DEBTORS
At the year end debts of £11936 were outstanding and due to the Council. The ages of these debts were:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAT less than three months old</td>
<td>£8,130</td>
</tr>
<tr>
<td>Less than three months old</td>
<td>£3,806</td>
</tr>
<tr>
<td>More than 3 months old</td>
<td>£-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>£11,936</strong></td>
</tr>
</tbody>
</table>

5  TENANCIES
At 31st March 2018 the following tenancies were held:

<table>
<thead>
<tr>
<th>Council as Landlord</th>
<th>Tenant</th>
<th>Property</th>
<th>Annual Rent</th>
<th>Year of Expiry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thomas Plume</td>
<td>Library</td>
<td>First Floor</td>
<td>£0.50p</td>
<td>2932</td>
</tr>
<tr>
<td>Maeldune Trust</td>
<td></td>
<td>Ground Floor</td>
<td>£1.00</td>
<td>2023</td>
</tr>
<tr>
<td>Friends of Moot Hall</td>
<td></td>
<td>Moot Hall</td>
<td>£1.00</td>
<td>2035</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Council as Tenant</th>
<th>Landlord</th>
<th>Property</th>
<th>Annual Rent</th>
<th>Year of Expiry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moat Housing Ass.</td>
<td></td>
<td>King St. Allotments</td>
<td>£75.00</td>
<td>Annual renewal</td>
</tr>
<tr>
<td>Maldon DC</td>
<td></td>
<td>Brickhouse Allotments</td>
<td>None</td>
<td>2034</td>
</tr>
<tr>
<td>Essex CC</td>
<td></td>
<td>Site at Wycke Hill Bus Park</td>
<td>Peppercorn</td>
<td>2111</td>
</tr>
</tbody>
</table>

6  S.137 PAYMENTS
none

7  GRANTS
The Council made the following grants to local charities and voluntary organisations

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Activity/Project</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maldon Carnival Association</td>
<td>2017 event</td>
<td>£675</td>
</tr>
<tr>
<td>Maldon Town Regatta Association</td>
<td>2017 event</td>
<td>£250</td>
</tr>
<tr>
<td>Sea Change Sailing Trust</td>
<td>sailing boat</td>
<td>£500</td>
</tr>
<tr>
<td>Age Concern Maldon</td>
<td>New wheelchair</td>
<td>£500</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>£1,925</strong></td>
</tr>
</tbody>
</table>

In addition, grants in kind for reduced hire charges or free use of the Town Hall were agreed:

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Activity/Project</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maldon Drama Group</td>
<td>two amateur drama productions</td>
<td>£1,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>£1,000</strong></td>
</tr>
</tbody>
</table>

8  AGENCY WORK
Highways: Cutting of roadside verges (covers 2016 and 2017)  £828

9  ADVERTISING AND PUBLICITY
The following costs for advertising and publicity were incurred during the year:

- Annual report & Maldon in Bloom leaflet & delivery  £1,459
- Hall advertising  £677
- **Total**  £2,136

10 SUPERANNUATION

39
For the year 2017-2018, the Council’s contributions equalled 16.9% of employees’ pensionable pay.

11 **CAPITAL RESERVE** not applicable

12 **EARMARKED RESERVES**

<table>
<thead>
<tr>
<th>Purpose of Reserve</th>
<th>Opening</th>
<th>Transfers out</th>
<th>Transfers in</th>
<th>Closing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leech Memorial Garden - bequest - separate bank account</td>
<td>£9,913</td>
<td>£9,913</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allotments</td>
<td>£4,155</td>
<td></td>
<td></td>
<td>£4,155</td>
</tr>
<tr>
<td>Closed Churchyards major works</td>
<td>£4,978</td>
<td></td>
<td></td>
<td>£4,978</td>
</tr>
<tr>
<td>Premises - major works</td>
<td>£22,881</td>
<td>8954</td>
<td>£31,835</td>
<td></td>
</tr>
<tr>
<td>Plume building - major works</td>
<td>£5,500</td>
<td>2,500</td>
<td>£9,000</td>
<td></td>
</tr>
<tr>
<td>Maldon in Bloom community project</td>
<td>£1,238</td>
<td></td>
<td>£1,238</td>
<td></td>
</tr>
<tr>
<td>Regalia repair &amp; conservation</td>
<td>£3,178</td>
<td></td>
<td>£3,178</td>
<td></td>
</tr>
<tr>
<td>Market Hill Garden refurbishment</td>
<td>£2,140</td>
<td></td>
<td>£2,140</td>
<td></td>
</tr>
<tr>
<td>Neighbourhood Planning</td>
<td>£25,000</td>
<td></td>
<td>£25,000</td>
<td></td>
</tr>
<tr>
<td>Ware &amp; Wycke Hill Ponds</td>
<td>£1,000</td>
<td></td>
<td>£1,000</td>
<td></td>
</tr>
<tr>
<td>Elections</td>
<td>£-</td>
<td>2000</td>
<td>£2,000</td>
<td></td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>£80,983</td>
<td></td>
<td>£94,437</td>
<td></td>
</tr>
</tbody>
</table>
### COMMUNITY SPECIAL CONSTABLE SCHEME

**Agenda Item 8**

**Background Information**
Minute 28 Annual Council Meeting held 14th May 2018

**Summary**
As agreed at the previous meeting, a representative from Essex Police will be attending the meeting, to give a presentation on the opportunities offered by the Community Special Constable Scheme and to answer members’ questions.

Details of the scheme and draft contract are attached for information.

Issues members might like to consider include:
- Number of hours Maldon needs (it is suggested that c£1000 covers approx. 500 hours pa)
- Costs quoted are approximate (payment of duty allowance and mileage depends on where they are travelling from, and no of duties worked)
- How will the council gather information about local needs/priorities in order to inform their work?
- Contribution towards recruitment?
- Are the District Council also considering participation in this scheme?

**Advice**
To receive and note and consider if this is something that could be beneficial to Maldon
Community Special Constables

Introduction

- Special Constables are volunteer police officers, holding the same office and the same powers as regular officers. They wear the same uniform, carry the same equipment and are deployed to the same incidents. They are not paid, but can claim mileage and duty allowances.
- The Police, Fire and Crime Commissioner (PFCC) has made the commitment to double the size of the Special Constabulary by 2020. This means the force is looking to achieve a headcount of 700 officers. The PCC has also committed to having a Special in every community.
- A Special Constable agrees to volunteer at least 16 hours per calendar month, plus time for training. On average a Special Constable in Essex volunteers 26hrs a month.
- Special Constables are bound by the policing Code of Ethics and the Standards of Professional Behaviour. These apply whether the officer is on or off duty (i.e. they are just as bound by the Code in their normal paid employment or leisure activities)

Application & Training

- People interested in becoming a Special Constable can apply via our website (https://www.essex.police.uk/join-the-police/special-constabulary). The website contains additional information on eligibility and the role.
- The recruitment process involves a fitness test, a test to check basic literacy and numeracy skills and a structured interview. Subject to success in this process applicants undergo a medical and extensive vetting.
- Successful applicants will then undertake initial training at Essex Police HQ. They have the option to take part in an intensive 3 week course or to undertake their training on 7 weekends spread over 14 weeks.
- Once the initial training has been successfully completed, the officer is attested as a Constable.
- New Special Constables are deployed to district policing areas at the main Police Stations, and are supported through a development portfolio in which they have to evidence their competence at dealing with a wide range of policing matters. Once this is completed the officer is given independent patrol status.
- The length of time it takes for an officer to reach independent status varies according to the amount of time they are able to volunteer. Someone working full time hours can attain it in 3 months, the average officer takes 12 to 18 months.
- A Special Constable is not then confirmed in the rank until they have completed a programme of additional training inputs. Once an officer is confirmed in the rank they have the opportunity to apply for specialist postings or promotion. On average it takes 2-3 years for an officer to reach this stage of their volunteer career.
Community Supported Policing

At the moment our Special Constables operate across the whole of a District Policing Area, but with investment from local councils we see the opportunity for a partnership that delivers more dedicated policing to specific areas that could not otherwise be achieved within our operating model.

Community Special Constables are conceived as a way of delivering dedicated local, visible and accessible policing in communities.

A Community Special Constable will:
1. Be integrated into a Community Policing Team
2. Start and end their duty as close to their community as possible, potentially from another agency’s premises
3. Spend the majority of their time within the council area’s neighborhoods.
4. Be visible and accessible in local communities on uniformed, foot or cycle patrol.
5. Help address local issues and priorities as informed by the local council and police intelligence-led tasking.
6. Patrol hot spots identified through intelligence or which have been deemed to be priority areas.
7. Respond to police-related incidents within the council area.
8. Engage with local communities and support further recruitment of Specials.
9. Attend suitable local council meetings where available to do so.
10. Have regard to the Council’s aims and objectives in their voluntary service.

In return for investment in highly localised recruitment activity (that would not otherwise be achieved within Essex Police resources), in set up costs for local bases (where necessary) and in payment of officers’ duty allowances and mileage, Essex Police will equip, train and deploy Community Special Constables into the ‘sponsoring’ area.

Local Support to Recruitment

Essex Police will provide each parish or town council area with a media pack containing:
- #MyOtherLife branded social media posts and poster designs featuring a recognisable local background
- A guide to using Facebook advertising
- An eligibility web film for distribution
- Material to promote Employer Supported Policing locally

Local areas can support recruitment activity for their district in a number of tangible ways:
- Promoting the campaign online through local websites or sharing our content on Social Media
- Distributing and displaying leaflets and posters
- Providing space in local publications
- Making premises available for local recruitment events
➢ Facilitating access to local groups
➢ Joint approaches to local businesses
➢ Identifying local volunteer recruitment representatives

The scale of the investment in promoting and advertising for recruitment of Community Special Constables is at the discretion of the Parish or Town Council.

Applications for the role of Community Special Constable will be made through the Essex Police website and via a bespoke webpage promoting the opportunity in that specific Parish. Visit [www.essex.police.uk/Specials/Billericay](http://www.essex.police.uk/Specials/Billericay) for an example.

**Special Constable Duty Allowances & Mileage (£1000/yr based on average officer working of 500hrs/yr)**

Special Constables currently deploy as part of a wider district team. In order to ensure the level of dedication that local communities may be seeking, greater influence over their deployment can be secured through agreement to pay the expenses for officers when they are deployed to the sponsoring locality.

Expenses would not be paid where the officer(s) is deployed away from their community (such as to take part in a planned operation or in response to an emergency incident) or whilst they are engaged in routine training. In effect the locality would only pay for time they actually received. This would be administered through our Duty Sheet management system.

The expenses estimate of £1000 per year is based on an officer working roughly 500hrs per year. The cost will be affected by the number and length of their duties and the distance they travel to start work. This expense cost would not be incurred until the officer is deployed into their community i.e. following their training, attestation and initial supported patrol phase.

We will enter into a formal agreement with the parish council that sets out the terms of the partnership and that will put in place an informal agreement with the volunteer that made clear the expectations of Essex Police and the local community in terms of their deployment.

**Our Commitment**

Community Special Constables will primarily be deployed into the communities that are ‘sponsoring them’. On the occasions where they volunteer their services elsewhere the ‘sponsor’ would not pay their expenses.

The Specials would be deployable against genuinely local priorities. They would be expected to respond to the local needs, whether cycling on the pavement, dog fouling or parking outside schools or harmful anti-social behaviour, criminal damage or speeding. They would be expected to attend local meetings and to support their communities in tackling the issues that matter most.
Essex Police will provide regular reports to the ‘sponsoring community’ showing the contribution of their Community Special Constable and will endeavour to provide any extra training that they need to tackle your local problems (e.g. speed enforcement).
SPECIAL POLICE SERVICES AGREEMENT

THE CHIEF CONSTABLE OF ESSEX POLICE

and

[COUNCIL]

THE PROVISION AND FUNDING OF COMMUNITY SPECIAL CONSTABLES
THIS AGREEMENT is made this [DATE]

Between

(1) The Chief Constable of Essex Police (the ‘Chief Constable’)

And

(2) [COUNCIL]

WHEREAS

(A) The Council has requested certain Special Police Services.

(B) The Special Police Services required are in addition to those already provided by the Chief Constable in the course of his normal duties.

(C) The Chief Constable, with the consent of the Police, Fire and Crime Commissioner for Essex (PFCC) and subject to the payment to the PFCC of the charges it specifies for those charges as set out in this Agreement, is willing to provide the Special Police Services pursuant to section 25 Police Act 1996.

(D) The parties have agreed that the service shall be provided on the terms and conditions of this Agreement.

1. General Principles

1.1 The Special Police Service means the provision by the Chief Constable under this agreement of [NUMBER] Community Special Constables (CSCs) to the Council.

1.2 The Council shall pay to the Chief Constable the charges in accordance with section 3 below for the provision of the Special Police Service.

1.3 The CSCs shall remain under the direction and control of the Chief Constable at all times.

1.4 The Chief Constable shall at all times be responsible and liable for the CSC in respect of all matters without limitation relating to their engagement, voluntary service, health and safety and reimbursement of expenses.

1.5 The CSCs are provided to achieve the objectives set out in Appendix A.

1.6 Nothing in this agreement can fetter or qualify the operational independence of the Chief Constable, and police officers or the direction and control they exercise with regards to the CSCs.
1.7 The CSCs provided under this Agreement will not be under the control or direction of the Council and will act on the basis of their professional judgment and their own initiative in accordance with their statutory and common law powers, the Code of Ethics and the standards and requirements of Essex Police.

1.8 Reasonable efforts will be made by the Chief Constable to ensure that that the CSCs shall not be deployed outside the Council area. If it is operationally necessary to do so the period of deployment shall be kept to as short a time as possible.

2. **Duration, Review and Termination**

2.1 This Agreement shall commence on [DATE] and continue until terminated owing to the circumstances set out in paragraphs 2.2, 2.3 or 2.4 as below.

2.2 Either party to this agreement shall, without prejudice to their other rights and remedies, be entitled to terminate this agreement by written notice to the other party (the “Defaulting Party”) immediately or upon such period of notice as is set out in such notice if:

   (a) The Defaulting Party commits a material breach of this Agreement which cannot be remedied; or

   (b) The Defaulting Party commits a material breach of this Agreement which breach is capable of being remedied but which it fails to remedy within 30 days’ of a written notice from the non-defaulting Party specifying the breach and requiring it to be remedied.

2.3 The Parties may terminate this Agreement by serving not less than one months’ notice in writing on the other party.

2.4 This Agreement shall terminate with immediate effect if there are no longer one or more CSC’s offering their voluntary service in this role.

2.5 At the end of the Agreement (howsoever arising) the Parties shall forthwith deliver to each other Party upon request all the other Parties Property (including but not limited to materials, documents, information, access keys) relating to the Agreement in its possession or under its control or in the possession or under the control of any of the Parties Representatives.

2.6 Termination or expiry of this Agreement shall be without prejudice to any rights and/or obligations of the parties prior to the date of such termination or expiry.

3 **Payment**

3.1 The Council will make the following payments to the Chief Constable every 6 months in arrears on receipt of invoice (the ‘Charges’). The Council shall pay such invoice within 30 calendar days of receipt:
3.1.1 The agreed contribution to recruitment activity (set out at Appendix B)

3.1.2 The agreed costs for any equipment, facilities or alterations required in order to support the local deployment of the CSC without compromising operational security (set out at Appendix B)

3.1.3 Reimbursement of mileage and duty allowance expenses for the hours volunteered by the CSC in respect of their deployment as a CSC in the council area. This will be calculated by the Chief Constable [using the formula set out at Appendix B] and set out within the invoice.

3.1.4 Any additional training that the Parties agree is necessary to meet the specific requirements of the Council which is not provided in the training provided to the CSCs by the Chief Constable as part of their core duties.

3.2 The Council will not be liable for mileage or duty allowance expenses where:

3.2.1 The CSC is deployed outside of the council area;
3.2.2 The CSC is engaged in administrative activity relating to matters outside of the council area;
3.2.3 The CSC is taking part in normal training provided to Special Constables
3.2.4 The CSC is engaged on any deployment or task that does not relate to matters within the Council area.

3.3 The Council accepts that this charge is likely to vary period by period between invoice periods according to the hours volunteered by the CSC and that whilst the Chief Constable will endeavour to hold the officer to a minimum of 16 hours per month, the nature of volunteering places limitations on the direction that can be given. Likewise the Chief Constable would not normally seek to cap the hours volunteered.

3.4 If the Council has a cap on the level of expense they are able to incur this must be communicated to the Chief Constable in advance of the next invoice period to allow deployments to be adjusted as required.

3.5 The Chief Constable may deploy any CSC subject to and without prejudice to paragraph 1.6 above.

3.6 Save for any disputed payments statutory late payment interest will be paid by the Council for any late payments not received in accordance with this Agreement.

3.7 The Chief Constable reserves the right to amend the rate of duty allowance and mileage reimbursement for Special Constables. Where these costs are altered the Council will be liable for payment at the new rate from the point of introduction.
4 **Selection and Training of Community Special Constables**

4.1 The CSCs will be selected by the Chief Constable in accordance with the recruitment procedures and standards which apply in relation to Essex Police.

4.2 The Chief Constable will be responsible for the CSCs in accordance with the relevant regulations applying to Essex Police.

4.3 The Chief Constable will provide the CSCs with appropriate equipment, training, technical and support services to ensure they are efficient and effective. This does not include the provision of transport to Funded PCSOs. If set out in Appendix B funding partners can provide dedicated transport for the CSC.

5 **Management and Tasking**

5.1 **The Chief Constable shall ensure that:**

5.1.1 CSCs and their supervisors shall work to achieve the objectives set out in Appendix A.

5.1.2 There is regular liaison between the local District Commander and the nominated officer of the Council to agree matters such as day to day patrol strategy of the CSCs and review of the objectives set out in Appendix A. The objectives can be varied by agreement between the Parties or their nominated representatives.

5.1.3 Effective monitoring of the CSC’s performance is maintained and reported to the Council in accordance with section 6 below.

5.1.4 Reasonable measures are taken to ensure continuity of deployment of the CSCs.

5.2 **The Council shall ensure that:**

5.2.1 It has in place a community safety plan which supports the patrol strategy of the CSC and the objectives set out in Appendix A.

5.2.2 It has nominated representative[s] to liaise with the Chief Constable’s nominated representatives concerning all aspects of this Agreement.

5.2.3 The Council and Chief Constable will use all reasonable endeavours to ensure that all of their officers, employees, agents and contractors (insofar as their activities are in any way related to this Agreement) are fully informed about this Agreement and the Objectives and those persons will take all necessary steps to co-operate and support the CSC.
6 Performance Measurement

6.1 The Chief Constable and the Council will establish and maintain appropriate mechanisms for performance monitoring of service provided by the CSC.

6.2 The Chief Constable shall supply to the Council performance information as set out in Appendix C. This shall be provided at least once every invoice period.

7 Appearance of Staff & Joint Badging

7.1 Community Special Constables will wear Essex Police uniform for Special Constables.

8 Information Management

8.1 Information created and shared between the Parties as a course of this Agreement shall be retained in accordance with each Party’s information management policies.

8.2 Disclosure of information created as a course of this Agreement can be shared by either Party and the PFCC subject to 9.3 and 9.4 below.

8.3 The Parties each undertake that they shall not, (save accordance with their legal obligations) without the prior consent of the other, disclose to any person any information identified by the other Party as confidential or sensitive, provided always that this Clause shall not apply to any information which is in or enters into the public domain, otherwise than in breach of any undertaking of confidentiality or which a Party is obliged to disclose for the purpose of discharging any legal obligation.

8.4 Each Party shall provide the other with a copy of its procedures governing the security of personal data whilst in possession should the other so request in writing.

8.5 The Parties will duly observe all their statutory obligations when disclosing information created or shared as a course of this Agreement.

8.6 The Parties and PFCC are entitled to publish the contents of this Agreement and information regarding the amounts paid by the Council.

8.7 In the event that this Agreement is discontinued or terminated by either Party, all data marked sensitive or in confidence held by the Parties in connection with this Agreement shall be removed from all databases under the control of the Parties and all documents containing such data shall be disposed of in accordance with the DPA by mutual agreement between the parties.
9 Dispute Resolution

9.1 The Parties will use their best efforts to negotiate in good faith and settle any dispute that may arise out of or relate to this Agreement or any breach of it.

9.2 If any such dispute cannot be settled amicably through ordinary negotiations the dispute shall be reduced to writing (agreed if possible but in the absence of agreement each Party shall make its own written submission) and shall be referred to two more nominated senior persons who will meet in good faith in order to try to resolve the dispute.

9.3 If any such dispute cannot be settled by the Liaison Group it shall be referred to the Essex Police Assistant Chief Constable with responsibility for the Funded CSC’s and the Chief Executive of the Council who will meet in good faith in order to try to resolve the dispute.

Governing Law

The Terms and Conditions shall be governed by and construed in accordance with English law and parties hereby irrevocably submit to the exclusive jurisdiction of English Courts.

Signed on behalf of the Chief Constable, Essex Police

Signed on behalf of the Council

Name ……………………… Name ………………………

Title ……………………… Title ………………………

Date ……………………… Date ………………………

Officers completing this section - Keep all the above on the same page

Original to be sent to Corporate Finance, copy to Specials Command, HQ

Please complete the section below for billing purposes:

Organisation Name: ______________________

Address: ______________________

Post Code: ______________________
Objectives for Community Special Constables

CSCs will:

1. Be integrated into a Community Policing Team.
2. Spend the majority of their time within the council area’s neighbourhoods.
3. Be visible and accessible in local communities on uniformed, foot or cycle patrol.
4. Deploy against local issues and priorities as informed by the local council and police intelligence-led tasking.
5. Patrol hot spots identified through intelligence and tasking & coordination processes.
6. Respond to police-related incidents within in the council area.
7. Engage with local communities and support further recruitment of Specials
8. Attend suitable local council meetings where available to do so
9. Have regard to the Council’s aims and objectives in their voluntary service.
10. Remain deployable against any incident or crime outside of the council area as directed by the Chief Constable.

Schedule of Agreed Costs

Recruitment costs - £0
- Social Media/Online Advertising - £0
- Leaflet Drops - £0
- Recommend a friend - £0
- Posters - £0

Equipment Costs - £0
- Locker - £0
- Building security - £0

Duty Allowances and Mileage
- CSCs will record the time they spend working for the council area.
- Duty allowances and mileage costs will be calculated based on the duties that have been worked within the council area.
- Costs incurred will be presented in the quarterly invoice for reimbursement.

Agreed Performance Information
- Number of duties worked
• Total hours worked
• Operational hours worked (excludes admin, meetings and training)
• Time spent visible to the public
• Arrests (made & assisted)
• Traffic enforcement
• Stop & search
• Alcohol licensing checks
• Incidents attended
• Intelligence reports submitted
APPROVAL OF ACCOUNTS FOR THE YEAR ENDING 31st March 2018 and RESERVES

Agenda Item 9.5

Summary

The Draft Accounts were considered by the Finance & General Purposes Committee at their meeting on 21st May 2018 (Minute 10 refers). They will be audited on 1st June, and presented for approval to Town Council on 4th June.

Reserves

The current Election Reserve is £2000. The invoice for the recent West Ward bi election has been received at a cost of £3471.18. The next planned council elections are May 2019, (costs in 2015 = £3212). It is therefore recommended by the Finance & General Purposes Committee to meet the cost of the recent bi election from General Funds, and to add £1000 to this reserve now from General Funds to go some way towards meeting the potential cost of the next planned Council elections in 2019.

Advice

To receive and note and consider the recommendation on the Earmarked Reserves.
GENERAL DATA PROTECTION REGULATIONS (GDPR) - update

Agenda Item 10

Background Information
Minute 115 Finance & General Purposes Committee meeting held 9th April 2018
Minute 83 Finance & General Purposes Committee meeting held 15th January 2018
Introduction of enhanced GDPR 25 May 2018

Summary
Members were previously advised about the implications of the new regulations for data protection are being introduced in May 2018. Work to ensure that council’s compliance by the due date is progressing steadily. A data audit has been completed, and staff are working through disposing of any unnecessary paperwork containing personal details which has been kept since 1997.

A draft Data Protection Policy is attached for approval, which will be placed on the council’s website. Data Privacy Notices are now being sent to regular hirers, allotment holders and participants in the hanging basket scheme with their invoices.

The draft Data Protection Policy proposes GDPR Training for members. This has already been provided to MDC members, and MDC have been asked if they can also provide this for members of parish and town councils within the District. The Town Council’s Document Retention Policy has been based on the District Council’s suggested template.

We have recently been advised that MP’s have accepted a Government amendment to exempt all parish and town councils from the requirement to appoint a Data Protection Officer (DPO). The amendment was accepted by the House of Lords, the Bill received Royal Assent and came into force on 25th May 2018.

Members have approved a proposal to appoint MDC as the council’s Data Protection Officer to ensure its compliance with the GDPR regulations at a cost of £200pa for the coming 12 months, to be reviewed at this time, once more is known about the operation of the legislation.

Advice
To receive and note and approve the draft Data Protection Policy
DATA PROTECTION POLICY

Maldon Town Council ('the Council') aims to ensure that personal information/data is treated lawfully and correctly.

The lawful and correct treatment of personal information is extremely important in maintaining the confidence of those with whom the Council deals and in achieving its objectives.

This policy applies to all officers, Members and those engaged undertaking business with or on behalf of the Council.

The Council fully endorses and adheres to the Data Protection principles set out below:-

DATA PROTECTION PRINCIPLES

Personal Information shall be:

- Processed fairly, lawfully and in a transparent manner;
- Collected for specific, explicit and legitimate purposes;
- Adequate, relevant and limited to what is necessary to meet the purpose;
- Accurate and up to date;
- Kept for no longer than is necessary;
- Kept secure to maintain integrity and confidentiality;
- Processed in an accountable manner;

Policy Aim

To ensure the Council continuously complies with all relevant legislation and good practice in order to successfully protect the data it holds and processes.

Policy Objectives

To achieve the overall aim the Council will:

- Provide adequate resources to support an effective corporate approach to Data Protection;
- Ensure all staff are appropriately trained to perform their roles;
- Comply with all relevant statutory obligations;
- Respect the confidentiality of all personal data, irrespective of source;
- Publicise the Council's commitment to Data Protection;
- Compile and maintain appropriate policies, procedures and documentation;
• Promote general awareness and provide specific training, advice and guidance at all levels to ensure standards are met;
• Monitor and review compliance with legislation and introduce changes where necessary;
• Assist the Regulator and auditors as necessary

Processing of Information:

The Council, through appropriate management controls will, when processing personal information on any individual:

• Observe fully conditions regarding the collection and use of information meet the Council's legal obligations under Data Protection legislation;
• Collect, process and retain data only to the extent that it is needed to fulfil operational needs or to comply with any legal requirement;
• Ensure that the rights of people about whom information is held can be fully exercised including:—
  o The right to be informed that processing is being undertaken;
  o The right of access to personal information;
  o The right to withdraw or amend consent for processing*;
  o The right to correct, amend or erase information*;
  o The right to be forgotten*.
• Ensure staff is reminded that data covered by Data Protection legislation is exempt from disclosure under the Freedom of Information Act 2000.
• *Ensure where an individual exercises their right to be forgotten or withdraws permission for their data to be processed, the Council will inform the subject of the potential impact of this decision, as it may prevent the Council being able to provide a service which the subject has requested.
• Note: The right to be forgotten or withdraw permission for processing does not apply where there the Council has a statutory obligation or requirement to process that information.

Fair Obtaining/Processing

Individuals whose data is collected by the Council must be made aware at the time of collection of all the processes that data may be subject to. No manual or automatic processing of an individual's data can take place unless reasonable steps have been taken to make that individual aware of that processing.

Individuals must also be informed of likely recipients of their information, both internal and external, and also be given details of who to contact in order to query the use or content of their information (Data Protection Officer).

When consent is used as the lawful basis for processing data, it must be explicit and granular to allow the subject to ‘opt-in’ to any processing activity. The Privacy Notice
where this data is collected should also explain how a subject’s data will be used, how they can amend or withdraw their consent, and to whom they should contact to do so.

**Data Uses and Purposes**

- All processing performed must only be for the purpose that is necessary to enable the Council to perform its duties and services, and which has been notified by the Council to the Information Commissioner. Personal data can only be processed in line with notified purposes.
- No new processing may take place the data subjects have been informed and, their consent obtained.
- All personal data should be regarded as confidential and only disclosed to persons (internal and external) who are listed for the purpose concerned in the Council’s current notification AND whose authority to receive it has been explicitly established.
- Information owned by the Council must not be used for non-Council purposes. This applies when Council data is being processed at employees' homes. Employees will be held responsible for any misuse or unauthorised disclosures while the data is in their control.

**What counts as Personal Data?**

The term ‘personal data’ applies to any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier.

This definition provides for a wide range of personal identifiers to constitute personal data, including name, identification number, location data or online identifier, reflecting changes in technology and the way organisations collect information about people.

The regulations apply to both automated personal data and to manual filing systems where personal data are accessible according to specific criteria. This could include chronologically ordered sets of manual records containing personal data.

Personal data that has been pseudonymised – e.g. key-coded – can fall within the scope of the regulations depending on how difficult it is to attribute the pseudonym to a particular individual. Likewise, anonymised data that can be ‘reverse engineered’, or manipulated on its own or in conjunction with other data sources to identify an individual, will also be classified as personal data.

A name and address, or information attached to a reference number that we can use to look someone up, are both personal data. So is a company e-mail address if it includes a person’s name.

**Data Quality & Document Retention**

Information processed shall not be excessive or irrelevant to the notified purposes.
Information will be held only for as long as is necessary for the notified purposes, after which it shall be deleted or destroyed in accordance with the Council’s Document Retention periods.

Whenever information is processed, reasonable measures shall be taken to ensure that it is up-to-date and accurate. A data subject has the right to request that any errors or omissions are rectified.

Organisational Responsibilities and Security

All personal data should be kept secure, in a manner appropriate to its sensitivity and the likely harm should a breach occur. Security shall be applied to all stages of processing to prevent unauthorised access or disclosure (internal or external), damage (accidental or deliberate) or loss.

Personal data must not be left on display or unsecured when unattended. Computer software shall be kept secure when not in use. System entry passwords should be known only to the holder and be changed regularly.

Everyone managing and handling personal information is appropriately trained to do so.

Everyone managing and handling personal information is appropriately supervised.

Anybody wanting to make enquiries about handling personal information knows what to do.

Queries about handling personal information are promptly and courteously dealt with.

Methods of handling personal information are clearly described.

A regular review and audit is made of the way personal information is managed.

Methods of handling personal information are regularly assessed and evaluated.

Performance with handling personal information is regularly assessed and evaluated.

All Council employees and Members will be provided with a copy of the Policy as adopted by the Council together with appropriate training. Employees have a duty to follow the Policy and procedures and to co-operate with the Council to ensure this Policy is effective.

Action may be taken against any employee/Member who fails to comply or commits breach of the Policy.

It is the duty of individual employees and Members to ensure that personal information held by them is dealt with in accordance with Data Protection legislation.
Processing carried out by a third party on behalf of the Council shall be subject to a contract, which stipulates compliance with Data Protection regulations and this policy.

Similarly, when the Council is processing personal data on behalf of a third party it will need to demonstrate that the data is subject to the same standards of care.

Any breaches of security shall be reported to the Data Protection Officer.

**Complaints & Queries**

Queries regarding this policy should be addressed to the Town Council’s Data Protection Officer: dpo@maldon.gov.uk

If you are not happy with the Council’s response to a Data Protection request you can complain using the Council’s complaints system.

You can speak to your local Councillor(s) to see if they can resolve the issue for you.

If you are unclear who this is telephone the Council Officers 01621 857373 or visit our website www.maldontowncouncil.gov.uk.

You can complain to the Information Commissioner at:
Wycliffe House, Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 01625 545 700

Web: www.ico.gov.uk
PUBLIC ENGAGEMENT WITH THE COUNCIL

Agenda Item 11

Background Information
Minute 11 Annual Town Meeting held 18th April 2017
Minute 10 Finance & General Purposes Meeting held 12th June 2017
Minute 41.2 Town Council Meeting held 26th June 2017
Standing Orders Working Party Meeting held 10th August 2017

Cllr S Nunn has concerns about the operation of the Public Engagement items at meetings and has requested that this is reviewed. He feels that it is important to allow members of the public to speak in respect of relevant items, rather than generically at the start of a meeting. This has been raised specifically in relation to Planning Meetings.

Summary
Members of the public are not allowed to speak during a council meeting, except at the discretion of the Chairman. It is good practice, as a Quality Council, to have a specific agenda item to allow public participation. Traditionally at Maldon, this has been at the end of a meeting.

At the Annual Town Meeting held on 18th April 2017, a member of the public requested that the council give consideration to moving the opportunity for the public to ask questions to the beginning of a meeting in future.

This was discussed by councillors at the Finance & General Purposes Committee meeting in June 2017 and members were of the view that whilst the current arrangements have worked well for the council for many years, members are open to considering different ways of working which would encourage greater public engagement with the council.

It was agreed that there should be a Public Question item near the start of a meeting for public comments on any items on the agenda. This would mean that public views could be heard before a discussion and vote takes place in the meeting. There will also continue to be a Public Question item at the end of an Agenda for public comments on any issue. It was agreed that the item would be called “Public Engagement on Agenda Items”.

In addition, the Standing Orders Working Party agreed to adopt the NALC guidelines with the following amendments:-

3f – public participation shall not exceed 20 minutes
3g – member of the public shall not speak for more than 5 minutes
3w – a meeting shall not exceed a period of 3 hours, unless there are extenuating circumstances. If the business is not concluded, a date shall be set for a further meeting.

There is no NALC guidance on when in a meeting public participation should take place.

When Standing Orders were reviewed and adopted in October 2017, including the change to Public Participation, it was agreed to review it again in 12 months’ time.

Council and all its committees should adopt the same agenda format and operate in a uniform way. A Chairman may invite a member of the public to speak at any point in the agenda, if he feels it will assist the debate (for example on a planning application).

Problems may have arisen due to a lack of understanding of the purpose of the Public Participation item, and it may be that this can be made clearer by simplifying the wording?

**Promotion of Public Engagement**

It has been suggested that councillors could further promote public participation by holding any open surgery, say on a Saturday morning, to give a specific opportunity for members of the public to meet one of their ward members and raise issues with them face to face, perhaps on a quarterly basis. This would support the council’s ambition to attain Quality and Gold status.

**Promotion of Debate**

Cllr Nunn’s second concern is about the importance of debating key points raised by councillors and not dismissing them out of hand. It is at the discretion of the Chairman to decide when sufficient debate has taken place.

**Advice**

To receive and note and decide how to proceed with regard to Public Engagement items on an agenda, and how the council could further promote its engagement with the public.