



Brightlingsea Town Council

TO ALL MEMBERS OF THE COUNCIL

You are hereby summoned to the Annual Meeting of the Council to be held at the Parish Hall, Victoria Place, Brightlingsea on **Thursday 15th May 2025 at 7.00p.m.** for the transaction of the business stated below. Members of the press and public are welcome to attend.

Tracey Pulford

Tracey Pulford (9th May 2025)

Town Clerk

COUNCIL AGENDA

1. **Election of Mayor for 2025-2026:**
To elect the Mayor of Brightlingsea for the Municipal Year 2025/2026.
2. **Installation of Mayor:**
The new Mayor to make the Statutory Declaration of Acceptance of Office.
3. **Election of Deputy Mayor for 2025-2026:**
To elect the Deputy Mayor for the Municipal Year 2025/2026.
4. **Apologies for Absence:**
To receive and approve apologies for absence from Councillor Mitchell.
5. **Minutes:**
To receive the Minutes of the Meeting held on the 17th April 2025 and to confirm as a correct record.
6. **Declaration of Members' Interests**
To receive any 'Pecuniary' or 'Other Registerable' interests relating to items on the agenda.
7. **Appointments to Committees:**
To appoint Chairman, Vice Chairman and Members to serve on the following committees for 2025/2026:

Finance & Property Committee (7 members)
Staff Committee (7 members)
Planning Committee (7 members)
8. **Appointments to Teams:**
To appoint Members to serve on the following 'Teams' for 2025/2026:

Facilities & Community Assets (7 members)
Environment & Transport (7 members)
Welfare & Residents' Services (4 members)
Communication & Tourism (5 members)
9. **Appointments to Outside Bodies:**
To appoint Members to represent the Town Council on the following Outside Bodies for 2025/2026:

Essex Association of Local Councils and Tendring District Association of Local Councils
Colne Smack Preservation Society
Local Police Liaison
Churchyard Committee (2 members)
Coastal Community Network
10. **Appointments of Council Trustees:**
To appoint Council Members as Trustees to the following:

Springmead Trust (5 members)

11. **Appointments to the following:**
To appoint Members to the following:
- | |
|--|
| Safeguarding Officers (2 members) |
| Emergency Plan |
12. **Subscriptions:**
To approve continuing membership of the following organisations and authorise payment of appropriate subscriptions:
- | | Organisation | Annual Subscription (£)
(24/25 figures) |
|----|---|--|
| a. | Essex Association of Local Councils | 666.11 |
| b. | National Association of Local Councils (NALC) | 544.76 |
| c. | Tendring Community Voluntary Services (TCVS) | 25.00 |
| d. | Rural Community Council of Essex (RCCE) | 114.30 |
| e. | Information Commissioner's Office | 35.00 |
| f. | Tendring District Association of Local Councils (TDALC) | 20.00 |
| g. | Council for Protection of Rural England (CPRE) | 36.00 |
| h. | Fields in Trust | 65.00 |
| i. | Society of Local Council Clerks (SLCC) | 300.00 |
| j. | Friends of Historic Essex | 12.00 |
13. **To Review the following Policies:**
a) Standing Orders
b) Financial Regulations
c) Code of Conduct
14. **Update from County Councillor Goggin**
To receive an update from County Councillor Goggin.
15. **Update from District Councillors:**
To receive an update from Tendring District Councillors.
16. **Teams Reports:**
To receive reports from the following Teams:
- Facilities & Community Assets
 - Environment & Transport
 - Welfare & Residents' Services
 - Communication & Tourism
17. **Finance:**
(a) To receive and approve the Minutes of the Finance Meeting held on 13th May 2025 and to confirm the recommendations therein.
(b) To receive and approve the recommendations of those Members examining the Accounts for the current period.
18. **Planning**
To note the Minutes of the Planning Meeting held on 22nd April 2025 and the planning decisions of Tendring District Council and Essex County Council.
19. **Questions from the public:**
To receive questions from the public.
20. **Town Clerk's Report:**
To receive the Town Clerk's Report and determine actions requested.
21. **Schedule of Meetings – May 2025 – May 2026 (Council, Planning and Finance):**
To agree the schedule of meetings – May 2025 to May 2026

**DATE OF NEXT MEETING -
THURSDAY 19TH JUNE 2025 AT 7.00 PM IN THE PARISH HALL**