



# ANNUAL COUNCIL MEETING

Members are summoned to attend a Meeting

of the Town Council to be held at **7.45pm** on

**Wednesday 23 May 2018**

at Loughton Library and Town Hall, Traps Hill, Loughton IG10 1HD

to transact the business as shown in the agenda.

**Enid K Walsh**

**Town Clerk**

16 May 2018

Cllr P Abraham  
Cllr T Cochrane  
Cllr T Downing  
Cllr J Mahoney  
Cllr T Owen  
Cllr M Stubbings

Cllr J Angold-Stephens  
Cllr B Cohen  
Cllr J Jennings  
Cllr S Murphy  
Cllr S Pewsey  
Cllr D Wixley

Cllr P Beales  
Cllr M Dalton  
Cllr J Jogia  
Cllr S Murray  
Cllr C C Pond

Cllr R Brookes  
Cllr C Davies  
Cllr K Latchford  
Cllr A Omer  
Cllr C P Pond

Note to Councillors:

If you are unable to attend the meeting,  
please phone your apologies to the office on 020 8508 4200.

## A G E N D A

### **1 Election of the Town Mayor for 2018/19**

The retiring Mayor, Cllr Philip Abraham, will call for nominations and put them to the vote. This will be followed by:

- i the signing of the Declaration of Acceptance of Office by the Town Mayor for 2018/19;
- ii the presentation of the Chain of Office and Lord Citrine's ABC of Chairmanship;
- iii the new Town Mayor's acceptance speech;
- iv the presentation of the past Town Mayor's badge to the retiring Mayor: and
- v. to receive brief remarks from the retiring Mayor about his year of office, and short appreciations from Members.

### **2 Appointment of Deputy Town Mayor for 2018/19**

To appoint the Deputy Town Mayor for 2018/19 and present the badge.

### **3 Apologies for Absence**

To receive any apologies for absence.

### **4 Declarations of Interest**

For Councillors to declare any pecuniary or non-pecuniary interest in any items on the Agenda.

*Members are reminded that if their interests change they must, within 28 days of becoming aware of the change, complete a new register of members' interests form and return it to the Town Clerk for submission to the Monitoring Officer.*

### **5 Confirmation of Minutes**

To confirm the minutes of the meeting held on 9 May 2018.

### **6 Appointment of Members, and Election of Chairman and Vice Chairman, of Council Committees for 2018/19**

- 6.1** Planning and Licensing Committee
- 6.2** Recreation Committee
- 6.3** Environment and Heritage Committee
- 6.4** Resources and General Services Committee

All committees consist of seven members.

- 6.5** Nomination of up to three persons per political group authorised to make substitutions in accordance with Standing Order 16/a/x.

### **7 Nomination of Council Representatives for 2018/19**

- 7.1** To nominate Council representatives to outside bodies for 2018/19 and, where appropriate, substitutes.

Council representatives on outside organisations are reminded that depending on the status of the organisation, e.g. charity, company, etc. by joining the board they could become liable if the organisation failed. The Council's insurance would not cover them.

- \* A list of organisations and current representatives, where appropriate, is attached (see page 3).

A number of these organisations are open to members of the public. Any non-council representatives attending these meetings should ensure they make it clear to the organisation that they are there in a personal capacity.

**7.2 To review arrangements for reporting back on the activities of outside bodies**

Representatives are requested to provide a written report, which is attached to the next Council agenda, on meetings which they have attended. A verbal report can be made on meetings attended within ten days of the Council meeting. Members are also requested to provide an annual report for the final Council meeting of the municipal year.

The Council is asked to confirm these arrangements.

**7.3 Joint Standards Committee**

To appoint a representative and a substitute to the Joint Standards Committee for 2018/19.

**7.4 Grievance Hearing and Disciplinary Appeal Panels**

To nominate a third member (not the Town Mayor or Deputy Town Mayor, a Committee Chairman nor the Vice Chairman of Resources and General Services Committee) to sit on the Grievance Hearing Panel, and one to sit on the Disciplinary Appeal Panel.

**8 Membership of Internal Council Groups**

To confirm or amend the membership of the following internal groups:

**8.1 Strategy and Staff Group** (includes the Complaints Panel)

Membership: Town Mayor, Deputy Town Mayor and the chairman of each of the committees. Exceptionally, one or two additional members if specially required may be appointed by the Council if there is a special reason to include that person/those people. There must be a clear rationale stated for inclusion.

Note: It is always open to the group to invite a member to a particular meeting if special knowledge, etc. is required.

**8.2 Community Centres Working Group**

Membership: Six members

**8.3 Financial Assistance Working Group**

Membership: Chairman and Vice Chairman of the Resources and General Services Committee and one additional member.

The Group usually meets in January to consider the annual round of applications.

**8.4 Roding Valley Recreation Ground Improvements Project Working Group**

Membership: Chairman and Vice Chairman of the Recreation Committee and one additional member.

**Enid K Walsh  
TOWN CLERK  
16 May 2017**

**Agenda item 7****7.1 Nomination of Council Representatives for 2018/19**

Details of the representatives for the past year may be found in the Council minutes for the meeting held on 17 May 2017.

<b>Organisation</b>	<b>2018/19 representative(s)</b>
<b>Lopping Endowment</b>	)
<b>Loughton Parochial Charities*</b>	) S Short ) J Boucek
<b>Essex Association of Local Councils (EALC) – Epping Forest Branch</b>	) )
<b>Local Councils’ Liaison Committee</b>	) )
<b>EALC - Larger Local Councils Forum</b>	)
<b>ECC Parish Passenger Transport Meeting</b>	) )
<b>Tree Wardens</b> (appointed by Epping Forest Countrycare) *	B Cohen, C Davies, D Wixley
<b>Loughton 1<sup>st</sup> (High Road Town Centre Partnership) **</b>	) ) Substitutes
<b>Loughton Broadway Town Centre Partnership**</b>	) ) Substitutes
<b>Citizens Advice Epping Forest District – Management Committee</b>	)
<b>Essex Police local community meetings***</b>	) )
<b>Debden Tenants’ Panel Meeting (Alderton, Broadway and Fairmead Ward Councillors)</b>	Cllrs Abraham, Davies, Jogia, Latchford, Mahoney, Murphy, Omer, Owen and Stubbings
<b>Roding Valley Nature Reserve Consultative Group</b>	)
<b>Roding Valley Management Committee</b>	Not constituted

\* *On-going appointments.*

\*\* *These meetings are open to the public so any member, in addition to the representatives, may attend.*

\*\*\* *Whilst the Council has not been invited by Essex Police to nominate official representatives, it is best practice to ensure the Town Council has a presence at the local meetings in Loughton, Buckhurst Hill and Chigwell.*