

**Minutes of the meeting of the Annual meeting of Chelmsford Garden  
Community Council held on 2<sup>nd</sup> May 2024 at 7.30pm at the Beaulieu  
Community Centre, 17 Centenary Way, Chelmsford, Essex**

**Present:**        **Councillors** Andrew Wright  
   Melanie Williamson  
   Tayo Udoh  
   Chloe Tron  
   Daniel Jeffreys  
   Romilly Wakeling  
   Brian Jeapes  
   Cynthia Driver  
   Neil Shah  
   Joel Alderman  
**Executive Officer** Suzanne Walker  
City Councillors        Rose Moore

Two members of the public were present

The meeting was opened by Councillor Wright and it was agreed that he would chair items 24.25/01 and 24.25/02

**24.25/01:        To elect a Chair of the Council for Civic year 2024 – 2025**

Councillor Jeapes nominated Councillor Drew-Smith to be Chair which was seconded by Councillor Wakeling and **agreed** by all Councillors. It was further **agreed** that Councillor Drew-Smith will be permitted to have up until the next Council meeting on 13<sup>th</sup> June to sign the declaration of acceptance of office form.

**24.25/02:        To elect a Vice-Chair of the Council for Civic year 2024 – 2025**

Councillor Jeffries nominated Councillor Shah to be the Vice-Chair which was seconded by Councillor Wright and **agreed** by all Councillors.

Councillor Shah then took the Chair for the remainder of the meeting in the absence of Councillor Drew-Smith.

**24.25/03:        Apologies**

Received from Councillors Drew-Smith and Stopher. Also apologies received from County Councillor Spence and City Councillor Clark.

**24.25/04:        Declaration of interests**

Councillors Wright, Williamson and Tron all declared an interest in agenda items 24.25/15.1 and 24.25/17 as they are Trustees of the Chelmsford Garden Community Trust that are the subject of those agenda items and confirmed that they will leave the room when those items are debated.

**24.25/05: To approve the Minutes of the meeting held on 4<sup>th</sup> April 2024**

The minutes of the meeting held on 4<sup>th</sup> April 2024 were **agreed** by all Councillors and signed by the Chair.

**24.25/06: Community question time**

No members of the public were present at this stage of the meeting. Later on in the meeting a lady arrived but did not wish to raise any issues.

**24.25/07: To receive the following Reports**

**24.25/07.1 Report from County Councillor**

No County Councillors were present at the meeting.

**24.25/07.2 Report from City Councillor**

Councillor Rose Moore provided some information about a research project in relation to social prescribing and community connections which will be taking place on 13<sup>th</sup> May. The Executive Officer had just received an email from her with the details which will be circulated to all Councillors.

**24.25/07.3 Report from Councillors regarding attendance at external meetings**

Councillor Alderman had attended an online meeting regarding the Norwich to Tilbury pylon project but will provide this at the relevant agenda item.

**24.25/07.4 Executive Officer report**

The Executive Officer provided an update regarding some training she had attended. She also advised Councillors of upcoming meetings with City Council in relation to the Wedge and with the Chelmsford Garden Community Trust. The Play in the Park event had gone well and Councillors asked for positive feedback to be provided including the welcome addition of the Ice Cream van. The free portrait of the King has been received and Councillors suggested that the CGC Trust is asked if they wish to display it. Details of all the local Housing Associations have been received and a drop in event is being organised by one of them for 20<sup>th</sup> May with more information to follow. Also details of the Essex County Council member pothole scheme has been received and if Councillors are aware of any long standing potholes they should communicate this to the Executive Officer for onward communication. There was a question regarding the process for updating addresses in the Parish and the Executive Officer will circulate an email to Councillors from Chelmsford City Council. A report has already been circulated regarding a meeting with Hansons.

**24.25/08: Committee Reports**

None.

**24.25/09: Financial report**

**24.25/09.1 To receive the bank reconciliation statement**

The bank reconciliation statement calculated to 30<sup>th</sup> April 2024 was **noted and approved**.

**24.25/09.2 To receive report and approve money received and paid**

The following payments were **approved** and the schedule signed by the Vice Chair.

<b>Receipts</b>	<b>£</b>	<b>VAT</b>	<b>Total</b>
8/4/24	CGC Trust sub lease payment		2,719.80
11/4/24	VAT refund		206.59
26/4/24	Precept (part one)		108,861.50

**Payments**

**Payments made since last meeting in accordance with annual schedule**

**On 22<sup>nd</sup> April 2024**

Salaries and expenses			4,158.52
HMRC (PAYE April)			1,320.71
Essex Pension Fund (April.)			1,639.75

**Direct Debits**

15/4/24	Unity Trust bank charge for credit card			50.00
29/4/24	EE (mobile phone)	29.10	5.82	34.92

**Payments made following decision of the Council**

**24/CC.12 (Comms Committee)**

Paul Clark Printing		140.00	0.00	140.00
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**Payments to be made**

Chelmsford City Council	Play in the Park	684.00	76.80	760.80
CGC Trust	Hall hire fees May	52.09	10.42	62.51
CGC Trust	Hall hire fee	55.41	11.08	66.49
CGC Trust	Hall hire fee	20.00	4.00	24.00

In addition Councillors **agreed** that book vouchers may be purchased for the winners of the poetry competition in the sum of £20 with £10 vouchers for the second and third place in each category.

**24.25/09.3 To review any standing orders and direct debits**

It was noted that the current direct debits are to EE for mobile phones, the Information Commissioner's officer for data protection registration and Unity Trust for payment of bank charges and credit card payments. It was **agreed** that no changes are required.

**24.25/09.4 To review mandate holders in relation to the Council's accounts**

It was noted that the current mandate holders are Councillors Wright, Williamson, Tron and Jeffries and it was **agreed** to add Councillor Drew-Smith as the new Chair to the mandate.

**24.25/09.5 To carry out annual review of investments.**

It was noted that as well as the current account with Unity Trust there is a saver account with that bank and also the Council saver account with the Cambridge Building Society. It was **agreed** that no changes are required at present and that the organisations are reputable and provide interest. It was **agreed** to consider further saver accounts for Council reserves at a future meeting.

**24.25/09.6 To review the use of grant funding issued in financial year 2023 – 2024**

In her capacity as a Trustee of the Chelmsford Garden Community Trust, Councillor Williamson provided an update on the use of the two grants provided to the Trust. She provided details of how the grant for security had provided CCTV cameras and technological upgrades plus signage. As a result of the improvements, it has been possible to pass on information to the Police which has meant they can take action against certain persons. Regarding the second grant which was to assist with events, she confirmed that this has enabled the Trust to provide women's health events, a dementia event, cyber security events and to look to work with the Council regarding a potential Remembrance event and Christmas event. Also it has enabled an open mike night to be organised with equipment. It was noted that certain refurbishments are being carried out to the centre using voluntary labour. The report was **noted**.

**24.25/10: To review Committees and representation**

**24.25/10.1 To review the terms of reference and membership of committees including the arrangements for chairing the committees**

Regarding membership of committees it was **agreed** that the only change is that Councillor Udoh will become a member of the planning committee, otherwise no changes. The personnel and communications committee will need to elect a new chair but that will be resolved by those committees. The terms of reference for the

Communications Committee was **agreed** to be revised to clarify the fact that committee can organise events. Otherwise the terms of reference for the Personnel and Planning Committees remain as they stand.

**24.25/10.2 To review the representatives in relation to 3<sup>rd</sup> Party engagement.**

The list of Council representatives was **agreed** as it currently stands with the reference to the Beaulieu Community Trust being updated to the new name of Chelmsford Garden Community Trust.

**24.25/10.3 To agree a representative in relation to the re-forming of the Chelmsford Association of Local Councils**

In the event that the new Chair is not available to attend the meeting, it was **agreed** that Councillor Williamson can act as the Council representative.

**24.25/11: To carry out the annual review of Policies**

The following policies were reviewed by Councillors:

Standing Orders: It was **agreed** to amend clause 3v to reflect the correct quorum for the full Council meetings which is 5.

Financial Regulations: **Agreed** no changes but it was noted that new regulations are expected shortly from NALC and will be considered once received.

Code of Conduct: **Agreed** no changes

Scheme of Delegation: **Agreed** no changes

Data protection policy: **Agreed** no changes

Freedom of Information Act Scheme: **Agreed** to add the various policies adopted in the last few months to the document but otherwise no changes.

Grant Policy: **Agreed** no changes to the policy or application form. Also **agreed** to produce a new form to enable those who receive a grant to provide written feedback as to the use of the funds for scrutiny purposes and for such feedback to be throughout the year supported by photos of projects.

Complaints policy: **Agreed** to amend clause 1 to confirm that all complaints must be in writing which includes email but in no other format i.e. not via social media.

Health and Safety Policy: **Agreed** to confirm in the 'inspection' box that assets are inspected on a quarterly basis.

**24.25/12: To receive annual equality duty report**

The annual equality duty report was **noted and accepted**.

**24.25/13: To receive update on progress of Youth Survey**

Councillors had viewed the draft survey and approved the content subject to the question on mental health being simplified. It was noted that Zoho had not provided

information to enable the survey to be set up with them so it was **agreed** that if no response is received by close of business on Tuesday 8<sup>th</sup> May to go ahead with a subscription with Survey Monkey and to liaise with the school council at Beaulieu Park.

**24.15/14: To consider representations in relation to the Norwich to Tilbury Pylon consultation**

Councillor Alderman reported on his attendance at the online consultation event regarding this project and that appears that for costs reasons, National Grid are not willing to consider any other options such as underground cabling or off shore options. It was **agreed** to repeat the previous representations of this Council to object to the proposals on the grounds of a substantial negative visual impact of the pylons in the area and that an offshore option would be more appropriate.

**24.25/15: To consider arrangements for the D Day event**

Councillors Tron, Williamson and Wright left the room for the next agenda item:

**24.25/15.1 To agree the formal nomination for a charity to carry out a collection at the D Day event**

There was a discussion in relation to the four proposed charities for the D Day event. The issue was put to a vote with the following result:

Royal British Legion – 3 votes

Help for Heroes – 1 vote

Blesma – 1 vote

Chelmsford Garden Community Trust – 2 votes

Thus as the Royal British Legion had the most votes it was resolved that this would be the nominated charity for the event and that the Chairman of the local branch who will be attending will be advised so that people can attend with him to fundraise at the event.

Councillors Tron, Williamson and Wright returned to the room for the next agenda item:

**24.25/15.2 To confirm final arrangements for the D Day event**

The Executive Officer provided an update on the current organisation for the event and raised the following specific items for decision:

Stewards: It was noted that the Executive Officer and the Community Engagement Manager will be acting as stewards together with Councillors Wright, Williamson, Jeffries, Golla, Driver and Drew-Smith. Councillors Wakeling, Alderman, Tron and Jeapes also agreed to be stewards. There is also one volunteer via the CVS and some volunteers expected from Chelmsford City Council but a few more are required so Councillors were asked to enquire with contacts as to who could assist. The Cadet forces will be asked if they can assist too. Councillor Tron agreed to be the head steward. A meeting will be held around ten days prior to the event for all stewards.

It was **agreed** to authorise the purchase of camping lights up to the sum of £50.00 to provide some lighting at dusk for the dignitaries. It was further **agreed** to accept the quotation of £225 for 2 portaloos and to enquire if that will be sufficient for the numbers expected.

Councillors agreed to assist with the distribution of leaflets.

A request will be made of the Chelmsford Garden Community Trust for some chairs for the event.

**24.25/16: To consider proposal for the Council to sponsor a bench or tree within the proposals for the new Community Gardens**

Councillors **agreed** that in principle they would like to sponsor a bench at the new Community Gardens.

Councillors Tron, Williamson and Wright left the room for the next agenda item:

**CONFIDENTIAL resolution**

In accordance with the Public Bodies (Admission to Meetings) Act 1960 and in view of the commercial sensitivity and confidential nature of the business about to be transacted, it was **agreed** that the public be excluded and instructed to withdraw for this agenda item

At this point the remaining members of the public at the meeting left the room.

**24.25/17: To consider grant application from Chelmsford Garden Community Trust**

Following a meeting with the Trust and careful consideration by Councillors of financial information provided by the Trust both in a working group and at this meeting, there was detailed discussion in relation to the support requested from the Trust. Following on from this discussion it was **agreed** to make a grant of £40,000.00 to Chelmsford Garden Community Trust on the condition that there will be regular follow up scrutiny meetings between the Council and the Trust.

Councillors Williamson and Wright returned to the room for the next agenda item:

**24.25/18: Any matters for next agenda**

The draft accounts will be considered at the June meeting. Councillor Driver raised an issue of the emptying of litter bins on Land Trust land.

Meeting concluded at 9.15pm