



APOLOGIES Committee Services  
Email: [Committee.clerk@maldon.gov.uk](mailto:Committee.clerk@maldon.gov.uk)

DIRECTOR OF STRATEGY,  
PERFORMANCE AND  
GOVERNANCE  
Paul Dodson

**PLEASE NOTE START TIME OF  
THE MEETING**

22 March 2023

Dear Councillor

You are summoned to attend the meeting of the;

**COUNCIL**

on **THURSDAY 30 MARCH 2023 at 1.00 pm**

in the **Council Chamber, Maldon District Council Offices, Princes Road, Maldon.**

Please Note: All meetings will continue to be live streamed on the [Council's YouTube channel](#) for those wishing to observe remotely. Public participants wishing to speak remotely at a meeting can continue to do so via Microsoft Teams.

To submit a question in writing please complete a [Public Access form](#) (to be received no later than 12noon two clear working days before the Council meeting). All requests will be considered on a first-come, first-served basis.

A copy of the agenda is attached.

Yours faithfully

Director of Strategy, Performance and Governance





## AGENDA COUNCIL

THURSDAY 30 MARCH 2023

---

1. **Chairman's notices**

2. **Apologies for Absence**

3. **Minutes**

To confirm the Minutes of the Council meetings held as follows:

- a) 22 February 2023 (Pages 7 - 26)
- b) 23 February 2023 (continuation of 22 February 2023 meeting) (Pages 27 - 36)

4. **Declaration of Interest**

To disclose the existence and nature of any Disclosable Pecuniary Interests, Other Registrable interests and Non-Registrable Interests relating to items of business on the agenda having regard to paragraph 9 and Appendix B of the Code of Conduct for Members.

(Members are reminded that they are also required to disclose any such interests as soon as they become aware should the need arise throughout the meeting).

5. **Public Questions**

To receive questions from members of the public, of which prior notification in writing has been received (no later than noon two clear working days before the day of the Council meeting).

Should you wish to submit a question please complete the online form at [www.maldon.gov.uk/publicparticipation](http://www.maldon.gov.uk/publicparticipation).

6. **Chairman's Announcements**

7. **Minute Book**

There are no recommendations coming forward from Committees.

8. **Minutes of Meetings of the Council**

To note that since the last Council, up until Wednesday 22 March 2023 (Council agenda dispatch) the following Committees have met, and to receive any questions in accordance with Council and Committee Procedure Rule 6 (2).

South Eastern Area Planning Committee	<a href="#">15 February 2023</a>
District Planning Committee	<a href="#">16 February</a>
Overview and Scrutiny Committee (meeting as the Crime and Disorder Committee)	<a href="#">2 March</a>

North Western Area Planning Committee	<a href="#">8 March</a>
Performance, Governance and Audit Committee	<a href="#">9 March</a>
South Eastern Area Planning Committee	<a href="#">15 March</a>
Strategy and Resources Committee	<a href="#">16 March</a>

## 9. **Notice of Motions**

The following Motions have been submitted in accordance with Procedure Rule 4.

### a) **Motions from Councillor A S Fluker (Motion 06/23)** (Pages 37 - 40)

In accordance with notice duly given under Procedure Rule 4, Councillor A S Fluker to move the following Motions, duly seconded by Councillor K M H Lagan.

#### **Motion One:**

That at its meeting on 30<sup>th</sup> March 2023 Council resolves to agree that in the event of the Chairman of the Council refusing to accept any one of Motions One to Eight the reasons why and the subject of the motions are reported by him to Council on 30<sup>th</sup> March 2023.

#### **Motion Two:**

That at its meeting on 30<sup>th</sup> March 2023 Council resolves to agree that Part 4 Rules of Procedure Rule 1(m) be annulled and is replaced with the following words "Questions (which may be made without notice) to the Leader of the Council (or in his/her absence the Deputy Leader) for a maximum of 15 minutes at all meetings with the exception of the annual budget meeting.

#### **Motion Four:**

That at its meeting on 30<sup>th</sup> March 2023 Council resolves to agree that Part 4 Rules of Procedure, Regulation of business and duration of meetings Rule (6) be annulled and is replaced with the following words). "Other than with the agreement of the Council (or where appropriate its committees and Sub-Committees) all business shall cease at 10pm"

#### **Motion Five:**

That at its meeting on 30<sup>th</sup> March 2023 Council resolves to agree that from the start of the new Administration in May 2023 that during the period of BST (British Summer Time) Council (and its Committee's and Sub-Committees) commence meetings at 7.30pm and that during the period of GMT (Greenwich Mean Time) Council (and its Committee's and Sub-Committees) commence meetings at 7.00pm

#### **Motion Six:**

That at its meeting on 30<sup>th</sup> March 2023 Council resolves to agree that from the start of the new Administration in May 2023 the Strategy and Resources and Performance Governance and Audit Committees meet subject to business being available to consider eight times per municipal year.

#### **Motion Eight:**

That at its meeting on 30<sup>th</sup> March 2023 Council resolves to agree that the Overview and Scrutiny Committee reviews the Procurement Exemption published at Agenda Item 18 paragraph 3.5.1 of the Strategy and Resources Committee Meeting 26th January 2023.

Further detail submitted with the above Motions is attached.

For further information please see [the Council's website](#).

10. **Questions in accordance with Procedure Rule 6(3) of which notice has been given**
  11. **Appointment of Deputy Electoral Registration Officer** (Pages 41 - 42)  
  
To consider the report of the Director of Strategy, Performance and Governance, (copy enclosed).
  12. **Update on the Customer Strategy and One Maldon District Community Hub** (Pages 43 - 48)  
  
To consider the report of the Director of Service Delivery, (copy enclosed).
  13. **Questions to the Leader of the Council in accordance with Procedure Rule 1 (3)(m)**
  14. **Business by reason of special circumstances considered by the Chairman to be urgent**
  15. **Exclusion of the Public and Press**  
  
To resolve that under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act, and that this satisfies the public interest test.
  16. **Waste Recycling Contract** (Pages 49 - 58)  
  
To consider the report of the Director of Service Delivery, (copy enclosed).
  17. **Leisure Contract** (Pages 59 - 102)  
  
To consider the report of the Leisure Contract Working Group, (copy enclosed).
  18. **Extension to Street Cleansing and Composting Contract** (Pages 103 - 108)  
  
To consider the report of the Director of Service Delivery, (copy enclosed).
  19. **Princes Road Commercial Options Feasibility Status Summary** (Pages 109 - 154)  
  
To consider the report of the Director of Resources, (copy enclosed).
  20. **Project Proposal and Funding Request** (Pages 155 - 228)  
  
To consider the report of the Director of Service Delivery, (copy enclosed).
-

## **NOTICES**

### **Recording of Meeting**

Please note that the Council will be recording and publishing on the Council's website any part of this meeting held in open session.

### **Fire**

In the event of a fire, a siren will sound. Please use the fire exits marked with the green running man. The fire assembly point is outside the main entrance to the Council Offices. Please gather there and await further instruction.

### **Health and Safety**

Please be advised of the different levels of flooring within the Council Chamber.

### **Closed-Circuit Televisions (CCTV)**

Meetings held in the Council Chamber are being monitored and recorded by CCTV.

This page is intentionally left blank



**MINUTES of  
COUNCIL  
22 FEBRUARY 2023**

---

**PRESENT**

Chairman                      Councillor R G Boyce MBE

Vice-Chairman              Councillor S P Nunn

Councillors                  M G Bassenger, Miss A M Beale, B S Beale MBE, V J Bell,  
Mrs P A Channer, R P F Dewick, M F L Durham, CC,  
Mrs J L Fleming, CC, A S Fluker, M S Heard, M W Helm,  
B B Heubner, A L Hull, K M H Lagan, C Mayes,  
S J N Morgan, C P Morley, N G F Shaughnessy, R H Siddall,  
P L Spenceley, W Stamp, CC, E L Stephens, Mrs J C Stilts,  
C Swain, Mrs M E Thompson and S White

**1. CHAIRMAN'S NOTICES**

The Chairman welcomed everyone to the meeting and went through some general housekeeping arrangements for the meeting.

**2. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors M R Edwards, J V Keyes and N J Skeens.

**3. MINUTES - 15 DECEMBER 2022**

**RESOLVED**

- (i) that the Minutes of the meeting of the Council held on 15 December 2022 be received.

In response to a Point of Order raised by Councillor A S Fluker the Director of Resources advised that the last report to the Council on the Princes Road project outlined the progress made and advised that the Council would receive further updates as progress became available. He informed Members that there was nothing to update at this time.

**Minute 457 – Area Planning Committees Review**

Councillor Fluker raised a point of accuracy in the sixth paragraph of this Minute, noting that reference to "...a level requirement" should be 'legal'. This amendment was noted. Councillor Fluker queried the information Minuted regarding members' having a legal requirement and the Monitoring Officer clarified that this was the case, and the Minute was correct.

## **RESOLVED**

- (ii) that subject to the above amendment the Minutes of the meeting of the Council held on 15 December 2022 be confirmed.

## **4. MINUTES - 12 JANUARY 2023 (CONTINUATION OF 15 DECEMBER 2023 MEETING)**

### **RESOLVED**

- (i) that the Minutes of the meeting of the Committee held on 12 January 2023 be received.

Councillor E L Stephens advised that her apologies were not included in the Minutes of this meeting. This was noted.

### **Minute 2 - Business by Reason of Special Circumstances Considered by the Chairman to be Urgent**

Councillor A S Fluker drew Members' attention to the following errors which needed correcting:

- Reference in paragraph 2 of this Minute to 'lasted' should be last.
- The final sentence in paragraph 2 was incorrect as he had said that the Council should make provision for an additional meeting.

These were duly noted.

### **Minute No. 7 – Commercial Options for Princes Road**

Councillor K M H Lagan advised that his declaration in respect of this Minute was incorrect and he had declared that his wife was an employee of Adult Community Learning. This amendment was noted.

### **RESOLVED**

- (ii) that subject to the above amendments the Minutes of the meeting of the Committee held on 12 January 2023 be confirmed.

## **5. DECLARATION OF INTEREST**

Councillor Mrs P A Channer declared an interest in Agenda Item 12 - Business Rates Discretionary Rate Relief Scheme specifically regarding future matters and advised she would not speak or vote on this item of business.

Councillor M F L Durham declared an interest as a Member of Essex County Council (ECC) because Maldon District Council had ongoing contracts with the County Council.

In response to a request for guidance on being an Essex County Councillor the Monitoring Officer reminded Members of the terminology for declaring an interest and that an Essex County Councillor would only need to declare an interest if an item on the agenda specifically touched on their role as a Member of ECC.



## 6. PUBLIC QUESTIONS

There were none.

## 7. CHAIRMAN'S ANNOUNCEMENTS

The Chairman of the Council advised Members of the following past Councillors who had recently passed away and asked all Members to stand for a few moments in silent memory of them.:

- John Archer – who had been both Chairman and Leader of this Council
- Helen Elliott

Members' were advised by the Chairman that the card from the King following the letter of condolence sent was at the back of the Chamber.

At this point, Councillor W Stamp thanked the Chairman for being chairman for the past year, stating that he should be congratulated following a challenging year.

The Chairman advised Members that he was moving Agenda Item 9 – 2023 / 24 Budget and Medium Term Financial Strategy and this would therefore be considered next by the Council.

## 8. 2023 / 24 BUDGET AND MEDIUM-TERM FINANCIAL STRATEGY

The Council considered the reports of the Section 151 Officer, on the recommendations of the Strategy and Resources Committee at its meeting on 26 January 2023 relating to the revenue budget and the proposed level of Council for 2023 / 24.

The Chairman informed the Council that in accordance with Procedure Rule 1(13)b an alternative budget proposal had been received. He then proceeded to detail the order in which this item of business would be discussed.

The Leader of the Council made a budget speech (attached at **APPENDIX 1** to these Minutes), thanking the Director of Resources and his team for their hard work and commended the budget for 2023 / 24 to the Council. This proposal was duly seconded.

The Director of Resources provided a brief summary of the reports highlighting each of the appendices contained within Agenda Item 9c – Revised 2022 / 23 and Original 2023 / 24 Budget Estimates and Council Tax 2023 / 24 as well as:

- Member engagement that had taken place;
- Capital and Investment Strategy and the Minimum Revenue Provision (MRP) along with details of Capital Bids;
- Treasury Management Strategy;
- Council Tax for 2023 / 24 and the proposed 2.99% increase equating to £6.35 a week for a band D property.
- Medium Term Financial Strategy (MTFS) and forecast budget changes over the next three years;

In response to the budget speech, the Leader of the Opposition, Councillor R H Siddall, thanked the Leader of the Council and commented on the speech, referring to the:

- Cost of Living crisis and the pressure this put on the Council's finances. He noted the collaborative working that taken place in respect of preparing the 2023 / 24 budget.
- importance on focusing on delivery for services and the immediate year, including setting budgets intelligently.
- impact the transformation programme undertaken by the Council and how the new structure coming from it needed redesign. The transformation and Covid pandemic had both brought resource impacts across the organisation, and he acknowledged the work that Council staff did under pressurised resources and difficult circumstances.
- need for the Council to establish how it shared its services as all Council were in a similar position which had not been helped by the Government reducing funding to Local Authorities and advising that Councils should use their reserves.
- Importance of ensuring that future resources were clearly connected to strategy which could be delivered in a measured and sustainable way.

The Chairman then called on Councillor A S Fluker to move his alternative budget proposal. The Director of Resources circulated to Members hard copies containing details of the proposed amendment with Officer comments.

Councillor Fluker advised that he wished to make an additional proposal in accordance with Procedure Rule 1(13)(b). He referred to the significant draw down on reserves necessary over the forthcoming year which he felt was unsustainable and highlighted the comments of the Section 151 Officer who cautioned that unless the Council acted sooner its reserves would run out. Councillor Fluker then provided further explanation in respect of this. Referring to the work of the Finance Member Working Group (the Working Group) and given the Council's fiscal position he felt the membership of the Working Group should be expanded to include Members that did not sit on the Strategy and Resources Committee. Councillor Fluker advised that he had consulted with the Section 151 Officer and proposed that with immediate effect a full budget review be carried out by a cross chamber, cross Committee Working Group and that this Group report back to the Council with its recommendations in the spring. This proposal was duly seconded.

In response to a question and further discussion the Director of Resources advised that he had reviewed the alternative proposal that had come forward and Officers had made comments in response to the proposal. He explained he was unable to give assurance around some of the figures proposed and that the capital items shown as savings could not be used fund revenue.

Councillor Fluker responded to the discussion that ensued advising that his amendments had been submitted in accordance with the Council's constitution and outlined where some of them had originated. He felt it was important for the Section 151 to consider his amendments and requested that following agreement of the budget these amendments be taken to Working Groups for consideration. Councillor Fluker then withdrew his amendment to the proposed budget.

A lengthy discussion ensued during which further comments were made. Particular concern was raised regarding the potential financial position facing the Council in the future and the need for the new administration to review costs and ensure that further savings were identified, where possible. It was noted that that proposed budget

brought forward by the Section 151 Officer had been considered by the Finance Working Group

The Leader of the Council summed up and highlighted the work done by the Council to support residents, particularly during this cost of living crisis. She advised that the Council had made savings but was assuring through the budget that those services important to Members were kept.

At this point, the Chairman reminded Members of the need to declare any interests in accordance with Section 106 of the Local Government Finance Act 1992 and Procedure Rule 13(5) which set out the requirement for any vote taken at a budget decision meeting (as defined by the Local Government Finance Act 1992) to be recorded in the Minutes.

In response to a Point of Order raised by Councillor Fluker, the Monitoring Officer explained that the Chairman had ruled that what was put forward by Councillor Fluker was an alternative proposal and not an amendment and it was within the rights of the Chairman to make this decision.

The Chairman of the Council the proposal, duly seconded, in the name of the Leader of the Council, advising that the recommendations as set out in reports 9a to 9f would be taken en-bloc. The voting was as follows:

For the recommendation:

Councillors M G Bassenger, Miss A M Beale, B S Beale, R G Boyce, Mrs P A Channer, M F L Durham, Mrs J L Fleming, M S Heard, B B Heubner, A L Hull, K M H Lagan, C Mayes, S J N Morgan, C P Morley, S P Nunn, N G F Shaughnessy, R H Siddall, P L Spenceley, E L Stephens, Mrs J C Stilts, C Swain, Mrs M E Thompson and S White.

Against the recommendation:

Councillor V J Bell, A S Fluker, M W Helm and W Stamp.

Abstention:

Councillor R P F Dewick.

**Capital and Investment Strategies for 2022 / 23 and Minimum Revenue Statement 2023 / 24**

**RESOLVED**

- (i) That the following be approved:
- the Capital Strategy (Appendix 1 to the report),
  - the Capital Project Bids (Appendix 2 to the report),
  - Investment Strategy (Appendix 3 to the report), and
  - Minimum Revenue Provision Statement (Appendix 4 to the report).

**Treasury Management Strategy 2023 / 24**

**RESOLVED**

- (ii) That the Treasury Management Strategy 2023 / 24 (Appendix 1 to the report) be approved.

## **Revised 2022 / 23 and Original 2023 / 24 Budget Estimates and Council Tax 2023 / 24**

### **RESOLVED**

- (iii) that the following be approved:
  - (a) the Revised 2022 / 23 and Original 2023 / 24 General Fund Revenue Budget Estimates (Appendices 1, 2 and 3 to the report),
  - (b) an average Band D council tax of £218.75 (excluding parish precepts) (£6.35 increase) for 2023 / 24 (Appendix 1 to the report),
  - (c) policies on the designated use of financial reserves (Appendix 4 to the report),
  - (d) maintain the current policy of a minimum general fund balance of £2,600,000.
- (iv) that the Council gives due regard to the Director of Resources' (Section 151 Officer) statement on the robustness of budgets and adequacy of reserves in Appendix 5 (to the report).

## **Council Tax 2023 / 24**

### **RESOLVED**

- (v) that Maldon District Council's Council Tax Requirement for 2023 / 24 is set at £5,663,960;
- (vi) that the Maldon District Council's Band D Council Tax (excluding Parish precepts) is set at £218.75, reflecting an increase of £6.35 (2.99%), all other bands being determined in accordance with the relevant Sections of the Local Government Finance Act 1992, as amended;
- (vii) that the precept demands and level of Band D Council Tax of the Essex County Council, the Essex Police, Fire and Crime Commissioner Fire and Rescue Authority for both Police and Fire, and the various Parish Councils within the District be determined as set out in the report, all other bands being determined in accordance with the relevant Sections of the Local Government Finance Act 1992, as amended;
- (viii) that the Council calculate its Council Tax Base for the year 2023 / 24 as follows:
  - (a) for the whole district as 25,892.3 Item T in the formula in Section 31B of the Local Government Finance Act 1992 (the Act), as amended by the Localism Act 2011; and
  - (b) for dwellings in those parts of its district to which a Parish precept relates as listed below:

Althorne	511.0
Asheldham	64.1
Bradwell-on-Sea	340.7
Burnham-on-Crouch	3,602.0
Cold Norton	502.8
Dengie	48.9
Goldhanger	313.0

Great Braxted	179.7
Great Totham	1,290.7
Hazeleigh	60.4
Heybridge	2,830.1
Heybridge Basin	271.2
Langford	90.5
Latchingdon	506.6
Little Braxted	81.9
Little Totham	196.6
Maldon	5,660.2
Mayland	1,492.6
Mundon	149.6
North Fambridge	461.2
Purleigh	582.6
Southminster	1,634.1
St. Lawrence	590.0
Steeple	189.3
Stow Maries	88.9
Tillingham	394.5
Tollesbury	1,003.0
Tolleshunt D'arcy	449.4
Tolleshunt Knights	420.6
Tolleshunt Major	275.3
Ulting	76.0
Wickham Bishops	1,003.5
Woodham Mortimer	258.8
Woodham Walter	272.1
	<b>25,892.3</b>

1. Calculate that the Council Tax Requirement for the Council's own purposes for 2023/24 (excluding Parish precepts) is £5,664,960.
  
2. That the following amounts be calculated by the Council for the year 2022 / 23 in accordance with new Sections 31 to 36 of the Act as amended:
  - (a) £28,877,311 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act, taking into account all precepts issued to it by Parish Councils (**i.e. gross expenditure including Parish precepts**)
  
  - (b) £21,560,384 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act (**i.e. gross income including government grants**)
  
  - (c) £7,316,927 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its Council Tax Requirement for the year (Item R in the formula in Section 31B of the Act) (**i.e. Council Tax Requirement including Parish precepts**).
  
  - (d) £282.59 being the amount at 3(c) above (Item R) divided by the amount at 1(a) above (Item T), calculated by the Council, in accordance with Section 31B of the Act, as the basic

amount of its Council Tax for the year (**i.e. average Band D Council Tax including Parish precepts**)

- (e) £1,652,967 being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act (**i.e. Parish Council precepts**)
- (f) £218.75 being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item relates (**i.e. District Council Band D Council Tax excluding Parish precepts**).
- (g) Basic Amount of Council Tax by Parish 2023 / 24

Town/Parish	Local Precept	Town/Parish Band D	District + Town/Parish Band D
Althorne	25,000.00	48.92	267.67
Asheldham	4,009.00	62.47	281.22
Bradwell-on-Sea	27,540.00	80.83	299.58
Burnham-on-Crouch	198,390.00	55.08	273.83
Cold Norton	41,600.00	82.74	301.49
Dengie	3,056.00	62.47	281.22
Goldhanger	10,500.00	33.55	252.30
Great Braxted	10,231.00	56.93	275.68
Great Totham	17,243.00	13.36	232.11
Hazeleigh	1,256.55	20.79	239.54
Heybridge	204,000.00	72.08	290.83
Heybridge Basin	34,000.00	125.37	344.12
Langford	6,183.00	68.31	287.06
Latchingdon	44,495.00	87.80	306.55
Little Braxted	4,775.00	58.30	277.05
Little Totham	8,790.00	44.71	263.46
Maldon	392,996.00	69.43	288.18
Mayland	102,254.00	68.51	287.26
Mundon	7,000.00	46.79	265.54
North Fambridge	22,330.00	48.42	267.17
Purleigh	47,000.00	80.67	299.42
Southminster	140,990.00	86.28	305.03
St. Lawrence	33,214.00	56.29	275.04
Steeple	11,064.00	58.44	277.19
Stow Maries	7,020.00	78.96	297.71
Tillingham	37,200.00	94.29	313.04
Tollesbury	107,510.34	107.19	325.94
Tolleshunt D'Arcy	22,721.40	50.56	269.31
Tolleshunt Knights	10,800.00	25.67	244.42
Tolleshunt Major	8,900.00	32.32	251.07
Ulting	4,317.00	56.80	275.55
Wickham Bishops	22,536.00	22.46	241.21
Woodham Mortimer	5,380.46	20.79	239.54
Woodham Walter	28,665.00	105.35	324.10

These amounts are calculated by adding to the amount at 3(f) above, the amounts of the special item or items relating to dwellings in those parts of the Councils area mentioned above divided in each case by the amount at 1(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate.

(h) Calculation of Basic Amounts of Council Tax by Parish for Different Valuation Bands

PARISH	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
Althorne	178.44	208.19	237.92	267.67	327.15	386.63	446.11	535.34
Asheldham	187.48	218.73	249.97	281.22	343.71	406.20	468.70	562.44
Bradwell-on-Sea	199.72	233.01	266.29	299.58	366.15	432.72	499.30	599.16
Burnham-on-Crouch	182.55	212.98	243.40	273.83	334.68	395.53	456.38	547.66
Cold Norton	200.99	234.49	267.99	301.49	368.49	435.48	502.48	602.98
Dengie	187.48	218.73	249.97	281.22	343.71	406.20	468.70	562.44
Goldhanger	168.20	196.23	224.26	252.30	308.37	364.43	420.50	504.60
Great Braxted	183.78	214.42	245.04	275.68	336.94	398.20	459.46	551.36
Great Totham	154.74	180.53	206.32	232.11	283.69	335.27	386.85	464.22
Hazeleigh	159.69	186.31	212.92	239.54	292.77	346.00	399.23	479.08
Heybridge	193.88	226.20	258.51	290.83	355.46	420.09	484.71	581.66
Heybridge Basin	229.41	267.65	305.88	344.12	420.59	497.06	573.53	688.24
Langford	191.37	223.27	255.16	287.06	350.85	414.64	478.43	574.12
Latchingdon	204.36	238.43	272.48	306.55	374.67	442.79	510.91	613.10
Little Braxted	184.70	215.48	246.26	277.05	338.62	400.18	461.75	554.10
Little Totham	175.64	204.91	234.18	263.46	322.01	380.55	439.10	526.92
Maldon	192.12	224.14	256.16	288.18	352.22	416.26	480.30	576.36
Mayland	191.50	223.43	255.34	287.26	351.09	414.93	478.76	574.52
Mundon	177.02	206.53	236.03	265.54	324.55	383.56	442.56	531.08
North Fambridge	178.11	207.80	237.48	267.17	326.54	385.91	445.28	534.34
Purleigh	199.61	232.88	266.15	299.42	365.96	432.49	499.03	598.84
Southminster	203.35	237.25	271.13	305.03	372.81	440.60	508.38	610.06
St. Lawrence	183.36	213.92	244.48	275.04	336.16	397.28	458.40	550.08
Steeple	184.79	215.59	246.39	277.19	338.79	400.38	461.98	554.38
Stow Maries	198.47	231.55	264.63	297.71	363.87	430.02	496.18	595.42
Tillingham	208.69	243.48	278.25	313.04	382.60	452.17	521.73	626.08
Tollesbury	217.29	253.51	289.72	325.94	398.37	470.80	543.23	651.88
Tolleshunt D'arcy	179.54	209.46	239.38	269.31	329.16	389.00	448.85	538.62
Tolleshunt Knights	162.94	190.11	217.26	244.42	298.73	353.05	407.36	488.84
Tolleshunt Major	167.38	195.28	223.17	251.07	306.86	362.65	418.45	502.14
Ulting	183.70	214.32	244.93	275.55	336.78	398.01	459.25	551.10
Wickham Bishops	160.80	187.61	214.40	241.21	294.81	348.41	402.01	482.42
Woodham Mortimer	159.69	186.31	212.92	239.54	292.77	346.00	399.23	479.08
Woodham Walter	216.06	252.08	288.08	324.10	396.12	468.14	540.16	648.20

These amounts are calculated by multiplying the amounts at 3(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable

to dwellings listed in a particular valuation band, divided by the number which in that proportion is applicable to dwellings listed in valuation Band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year, in respect of categories of dwellings listed in different valuation bands.

That it be noted for the year 2023 / 24 the major precepting authorities have issued precepts to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each category of dwellings in the Council's area as indicated in the table below:

Precepting Authority	Valuation Bands			
Essex County Council	A	£966.78	E	£1,772.43
	B	£1,127.91	F	£2,094.69
	C	£1,289.04	G	£2,416.95
	D	£1,450.17	H	£2,900.34
Essex PFCC F&RA* Essex Police and Crime Commissioner	A	£155.64	E	£285.35
	B	£181.59	F	£337.23
	C	£207.53	G	£389.11
	D	£233.47	H	£466.93
Essex PFCC F&RA* Essex Fire and Rescue Authority	A	£53.52	E	£98.12
	B	£62.44	F	£115.96
	C	£71.36	G	£133.80
	D	£80.28	H	£160.56

\* Essex Police, Fire and Crime Commissioner Fire and Rescue Authority

5. That, having calculated the aggregate in each case of the amounts at 3(h) and 4 above, the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992 as amended, hereby sets the following amounts as the amounts of Council Tax for the year 2023 / 24 for each part of its area and for each of the categories of dwelling shown in Table A attached.
6. Determines that the Council's basic amount of Council Tax for 2023 / 24 is not excessive in accordance with the principles approved under Section 52ZB of the Local Government Finance Act 1992, as amended.

As the billing authority, the Council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2023 / 24 is excessive and that the billing authority is not required to hold a referendum in accordance with Section 52ZK of the Local Government Finance Act 1992, as amended.

**TABLE A**                      **Total Council Tax Amounts (£) by Band and Area 2023 / 24**

Parish/Area	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
Althorne	1,354.38	1,580.13	1,805.85	2,031.59	2,483.05	2,934.51	3,385.97	4,063.17
Asheldham	1,363.42	1,590.67	1,817.90	2,045.14	2,499.61	2,954.08	3,408.56	4,090.27
Bradwell-on-Sea	1,375.66	1,604.95	1,834.22	2,063.50	2,522.05	2,980.60	3,439.16	4,126.99
Burnham-on-Crouch	1,358.49	1,584.92	1,811.33	2,037.75	2,490.58	2,943.41	3,396.24	4,075.49
Cold Norton	1,376.93	1,606.43	1,835.92	2,065.41	2,524.39	2,983.36	3,442.34	4,130.81
Dengie	1,363.42	1,590.67	1,817.90	2,045.14	2,499.61	2,954.08	3,408.56	4,090.27
Goldhanger	1,344.14	1,568.17	1,792.19	2,016.22	2,464.27	2,912.31	3,360.36	4,032.43
Great Braxted	1,359.72	1,586.36	1,812.97	2,039.60	2,492.84	2,946.08	3,399.32	4,079.19
Great Totham	1,330.68	1,552.47	1,774.25	1,996.03	2,439.59	2,883.15	3,326.71	3,992.05



Hazeleigh	1,335.63	1,558.25	1,780.85	2,003.46	2,448.67	2,893.88	3,339.09	4,006.91
Heybridge	1,369.82	1,598.14	1,826.44	2,054.75	2,511.36	2,967.97	3,424.57	4,109.49
Heybridge Basin	1,405.35	1,639.59	1,873.81	2,108.04	2,576.49	3,044.94	3,513.39	4,216.07
Langford	1,367.31	1,595.21	1,823.09	2,050.98	2,506.75	2,962.52	3,418.29	4,101.95
Latchingdon	1,380.30	1,610.37	1,840.41	2,070.47	2,530.57	2,990.67	3,450.77	4,140.93
Little Braxted	1,360.64	1,587.42	1,814.19	2,040.97	2,494.52	2,948.06	3,401.61	4,081.93
Little Totham	1,351.58	1,576.85	1,802.11	2,027.38	2,477.91	2,928.43	3,378.96	4,054.75
Maldon	1,368.06	1,596.08	1,824.09	2,052.10	2,508.12	2,964.14	3,420.16	4,104.19
Mayland	1,367.44	1,595.37	1,823.27	2,051.18	2,506.99	2,962.81	3,418.62	4,102.35
Mundon	1,352.96	1,578.47	1,803.96	2,029.46	2,480.45	2,931.44	3,382.42	4,058.91
North Fambridge	1,354.05	1,579.74	1,805.41	2,031.09	2,482.44	2,933.79	3,385.14	4,062.17
Purleigh	1,375.55	1,604.82	1,834.08	2,063.34	2,521.86	2,980.37	3,438.89	4,126.67
Southminster	1,379.29	1,609.19	1,839.06	2,068.95	2,528.71	2,988.48	3,448.24	4,137.89
St. Lawrence	1,359.30	1,585.86	1,812.41	2,038.96	2,492.06	2,945.16	3,398.26	4,077.91
Steeple	1,360.73	1,587.53	1,814.32	2,041.11	2,494.69	2,948.26	3,401.84	4,082.21
Stow Maries	1,374.41	1,603.49	1,832.56	2,061.63	2,519.77	2,977.90	3,436.04	4,123.25
Tillingham	1,384.63	1,615.42	1,846.18	2,076.96	2,538.50	3,000.05	3,461.59	4,153.91
Tollesbury	1,393.23	1,625.45	1,857.65	2,089.86	2,554.27	3,018.68	3,483.09	4,179.71
Tolleshunt D'Arcy	1,355.48	1,581.40	1,807.31	2,033.23	2,485.06	2,936.88	3,388.71	4,066.45
Tolleshunt Knights	1,338.88	1,562.05	1,785.19	2,008.34	2,454.63	2,900.93	3,347.22	4,016.67
Tolleshunt Major	1,343.32	1,567.22	1,791.10	2,014.99	2,462.76	2,910.53	3,358.31	4,029.97
Ulting	1,359.64	1,586.26	1,812.86	2,039.47	2,492.68	2,945.89	3,399.11	4,078.93
Wickham Bishops	1,336.74	1,559.55	1,782.33	2,005.13	2,450.71	2,896.29	3,341.87	4,010.25
Woodham Mortimer	1,335.63	1,558.25	1,780.85	2,003.46	2,448.67	2,893.88	3,339.09	4,006.91
Woodham Walter	1,392.00	1,624.02	1,856.01	2,088.02	2,552.02	3,016.02	3,480.02	4,176.03

## **Medium-Term Financial Strategy 2023 / 24 to 2025 / 26**

### **RESOLVED**

- (viii) That the updated Medium-Term Financial Strategy for 2023 / 24 to 2025 / 26 (as at 26 January 2023) at Appendix 1 to the report, be approved.

## **9. CORPORATE PLAN DRAFT 2023 - 2027**

The Council considered the report of the Director of Strategy, Performance and Governance presenting the Corporate Plan 2023 – 27 (Appendix 1 to the report) for approval. It was noted that at its meeting on 26 January 2023 the Strategy and Resources (S&R) Committee had agreed a Motion to bring forward a draft Corporate Plan for the period 2023 – 27, in line with 2023 / 24 budget reporting to the Council.

It was noted that the proposed 2023 / 24 budget presented to the S&R Committee on 26 January 2023 maintained services to enable delivery of the Corporate Plan 2023-27. A service by service review was being undertaken to ensure that financed remained stable and allowed resourcing decision to be based on the corporate priorities.

The Leader of the Council presented the report to the Council and thanked those Officers involved in bringing the Corporate Plan to this meeting of the Council. She also thanked the Corporate Leadership Team for their guidance throughout. The Leader proposed that the recommendations as set out in the report be agreed. This was duly seconded.

The Director of Strategy, Performance and Governance outlined the work undertaken by Officers to bring the Corporate Plan to this meeting following the Motion agreed at the last S&R Committee meeting and thanked all staff involved particularly Ms Button, the Strategy, Policy and Communications Manager. He explained how the plan set out the Council's vision for the District, identified six key priorities for delivering this and how the plan would be evidenced. Service Plans would work along the Corporate Plan which would also inform quarterly performance reporting and ensure all staff had SMART (Specific, Measurable, Achievable, Relevant and Time-bound) objectives.

Members congratulated Officers on the report, recognising the speed at which the document had been brought forward.

**RESOLVED**

- (i) That the Corporate Plan 2023-2027 (Appendix 1 to the report) be approved;
- (ii) That to ensure the Council achieves strategy through to delivery, Members also support recommended next steps, including:
  - For Service Plans 2023 / 24 to be approved by the Corporate Leadership Team at the end of April 2023.
  - For a review of Key Performance Indicators to take place in June 2023.

**10. OVERVIEW AND SCRUTINY COMMITTEE - 25 JANUARY 2023**

**Agenda Item 6 - Review of Scrutiny Workplan Item – Planning Decision Making**

Councillor M W Helm, Chairman of the Overview and Scrutiny Committee presented the recommendation coming forward from his Committee for consideration by the Council.

Following a brief discussion, the Chairman put the recommendation to the Council and this was duly agreed.

**RESOLVED** that the Council adopts and pursues the following initiatives:

- Review and refresh of the Planning Appeals Protocol;
- Views and conclusions on Member Training – limited to concentrating on bespoke and specialised training (no references to related committee structure / decision making arrangements);
- Review and improvement of Officer Reports.

**11. STRATEGY AND RESOURCES COMMITTEE - 26 JANUARY 2023**

The Council considered the following recommendations coming forward from the Strategy and Resources Committee for consideration.

**Agenda Item 6 – Notice of Motion**

It was noted that this item of business had been dealt with under Agenda Item 15 – Corporate Plan Draft 2023 – 2027.

**RESOLVED** that the Council brings forward the 2023 / 24 Budget and a fully costed 2023 - 27 Corporate Plan at the same time and in advance of the 2023 municipal year.

## **Agenda Item 11 – Council Tax Support Scheme 2023 / 24**

### **RESOLVED**

- (i) That the following changes to the existing schemes are approved:
  - a. cost of living increase in line with the Department for Work and Pensions schemes be included in the Local Council Tax Support Scheme (LCTS) for 2023 / 24 for Pensioners only;
  - b. that any legislative changes being introduced to the Housing Benefit Scheme, for 2023 / 24 are mirrored in the Council's LCTS to ensure consistency;
  - c. minor technical amendments to ensure that we are able to administer the Scheme reflecting current local and national guidance and that we may disregard anything determined to be a local welfare payment from our calculation;
  - d. provision to award up to a £25 discount to eligible LCTS recipients for 2023 / 24 only.
- (ii) that these decisions have been made following Members careful reading of and regard to the Equality Impact Assessment at Appendix 1 to the report considered by the Strategy and Resources Committee);
- (iii) that the framework for the Hardship Provision at Appendix 2 (to the report considered by the Strategy and Resources Committee) **APPENDIX 2** be noted;
- (iv) that the Policy document at Appendix 3 to the report considered by the Strategy and Resources Committee), be approved.

## **Agenda Item 12 – Council Tax Discretionary Discount Levels**

### **RESOLVED**

- (i) That the following changes are approved to have effect from 1 April 2024:
  - a. An empty home premium of 100% is levied on properties empty longer than one year;
  - b. The Council Tax for second homes which are no one's sole or main residence is increased by 100% through the application of a premium at the maximum permitted amount.
- (ii) That no changes are made to the Councils Section 13a1C discretionary reduction policy to specifically deal with empty properties which are being marketed for sale;
- (iii) That these decisions are reviewed as part of the budget setting process for 2024 / 25 and annually thereafter.

Councillor Mrs P A Channer asked that it be noted in light of her earlier declaration of interest she had not voted on this item of business.

## **Agenda Item 13 – Pay Policy Statement**

**RESOLVED** that the Pay Policy Statement attached at Appendix 4 to the report considered by the Strategy and Resources Committee), be adopted for 2023.

#### **Agenda Item 14 – Maldon Citizens Advice – Funding Request**

Councillor S White, Chairman of the Strategy and Resources Committee moved the recommendation coming forward from her Committee.

During the brief debate that ensued, Members noted the valuable work carried out by Maldon Citizen Advice and the support they provided to residents.

**RESOLVED** that Members consider applying an inflationary increase of 6% to the Advice Services Contract, totalling £4,500.

Members were reminded that the following recommendations coming forward from this Committee were not for consideration at this point as they formed part of Agenda Item 9 - 2023 / 24 Budget and Medium-Term Financial Strategy:

- Capital and Investment Strategies for 2023 / 24 and Minimum Reserve Statement 2023 / 24;
- Medium-Term Financial Strategy 2023 / 24 – 2025 / 26;
- Revised 2022 / 23 Estimates, Original 2023 / 24 Budget Estimates and Council Tax 2023 / 24;
- Treasury Management 2023 / 24.

#### **12. STRATEGY AND RESOURCES COMMITTEE - 9 FEBRUARY 2023 (CONTINUATION OF THE MEETING HELD ON 26 JANUARY)**

##### **Agenda Item 16 – Statement of Consultation – Local Development Plan Review: Issues and Options Document**

The Leader of the Council advised that at the Strategy and Resources Committee she had declared an interest in this item of business regarding the consultation responses received.

**RESOLVED** that the Statement of Consultation on the Maldon District Local Development Plan Review - Regulation 18 Issues and Options Document attached as Appendix 1 (to the report considered by the Strategy and Resources Committee) be noted.

#### **13. MINUTES OF MEETINGS OF THE COUNCIL**

The Council noted the list of Committees that had met before and since the last meeting of the Council, up until Tuesday 14 February 2023 for which Minutes had been published.

#### **14. QUESTIONS IN ACCORDANCE WITH PROCEDURE RULE 6(3) OF WHICH NOTICE HAS BEEN GIVEN**

There were none.

## **15. BUSINESS RATES DISCRETIONARY RATE RELIEF SCHEME**

In response to a question regarding declarations of interest if a Member owned a property in the District, the Monitoring Officer provided clarification of the three categories of interest.

Councillors R P F Dewick, Mrs J L Fleming, A S Fluker, M W Helm, and S White all declared an interest in this item of business as they owned businesses within the District and left the meeting at this point.

The Council considered the report of the Director of Resources seeking Members' approval of the updated Discretionary Non-Domestic Rate Relief Scheme (attached at Appendix 1 to the report). It was noted that the updated scheme would replace existing policy to reflect changes announced by Central Government to support businesses. The new relief would be fully funded by Central Government.

The report outlined a number of measures announced by the Chancellor to support businesses from 1 April 2023. The Updated Scheme provided for the granting of the new reliefs in line with the published guidance.

The Chairman then put the recommendation set out in the report and this was duly agreed.

**RESOLVED** that the proposed Discretionary Non-Domestic Rate Relief Scheme at Appendix 1 to the report be approved.

Councillors R P F Dewick, Mrs J L Fleming, A S Fluker, M W Helm, and S White all returned to the Chamber.

## **16. DISTRICT AND PARISH COUNCIL ELECTIONS - 4 MAY 2023 - POLLING STATIONS**

The Council considered the report of the Director of Strategy, Performance and Governance requesting approval to change the location of the polling stations in Heybridge (East), Maldon (East) and Mayland. The report also sought delegated authority for the Council's Returning Officer to decide on an alternative polling station at the forthcoming elections in May 2023, in the event of any designated venues not being available for use.

The report provided background information and details of the Council's duty under the Representation of People Act 193 to designate Polling Places for each Polling District. It was noted that the next review of polling places is due to be completed by January 2025.

In response to a question, the Director of Strategy, Performance and Governance advised that the pre-election was set to start on 13 March 2023 given the number of potential candidates registering.

The Director of Strategy, Performance and Governance agreed to review using Lawling Hall rather than Henry Samuel Hall for Mayland. It was noted that this report, if agreed, would give the Director delegated authority to make such changes.

Councillor A S Fluker referred to Southminster and requested that Officers liaise with the Parish Clerk to ensure that planned roadworks etc. were not due to be carried out on polling day. This was noted.

## RESOLVED

- (i) That for the elections being held on 4 May 2023, the Returning Officer be granted delegated powers to decide on suitable alternative venues, should any designated polling stations become unavailable;
- (ii) That the following polling station designations be approved:

Polling Station	New designated location
Heybridge (East)	Heybridge Swifts Football Club House
Maldon (East)	Maldon Stadium
Mayland	Henry Samuel Hall

## 17. APPROVAL OF ABSENCE RELATING TO A MEMBER

The Chairman advised that this report was no longer required and would therefore not be considered.

## 18. BUSINESS BY REASON OF SPECIAL CIRCUMSTANCES CONSIDERED BY THE CHAIRMAN TO BE URGENT

There was none.

## 19. EXCLUSION OF THE PUBLIC AND PRESS

In response to a question regarding the following item of business, the Monitoring Officer clarified the consideration taken by Officers when bringing forward a matter under private business.

The Chairman then moved the following recommendation which was duly agreed.

**RESOLVED** that under Section 100A(4) of the Local Government Act 1972 the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act, and that this satisfies the public interest test.

## 20. OVERVIEW AND SCRUTINY COMMITTEE - 24 JANUARY 2023

### **Item 13 – Notice of Motion Referral – Conduct Issue**

In response to questions, the Monitoring Officer provided the Council with further information regarding this matter, its confidential nature and the discussions had regarding it at the Overview and Scrutiny Committee. He also outlined the tests that had to be carried out when considering if an item of business was confidential or not.

Following further discussion, the Chairman put the recommendation from the Overview and Scrutiny Committee and this was duly agreed.

**RESOLVED** that the Council was informed of this Committee's conclusion that the matters raised in the motion do not require to be added to the Committee's scrutiny workplan for the reasons as set out in the report.

**21. RESUMPTION OF BUSINESS IN OPEN SESSION**

**RESOLVED** that the meeting of the Council resumes in open session at 9:59pm.

**22. CLOSURE OF THE MEETING**

The Chairman advised that the Council meeting would continue on Thursday 23 February 2023 starting at 10am, to consider the remaining item on the agenda - Agenda Item 10 – Notice of Motions. He then closed the meeting at 10:02pm.

R G BOYCE MBE  
CHAIRMAN

## Budget Speech 22.2.2023

Dear Chairman, Members and Officers

The financial year of 2022/3 will be remembered first and foremost for the cost-of-living crisis that the country has faced. Like all individuals and institutions this Council has been impacted by the increased costs, which put pressure on the Council budget, and will also impact on future years. That has however not stopped the Council from continuing to deliver on the programme of work that I set out in my speech last year, and of which this Council, its Members and Officers can be rightly proud.

I set out in my speech at the beginning of this municipal year that 2022/3 would be a year of consolidation, building on the strategic priorities which had been embedded within our recently published Commercial Strategy, Climate Action Strategy and the emerging partnership of One Maldon District, developed with a view to bring together key partners across the District to address the strategic issues around health, economy and community safety and support that affect us all. I highlighted that the focus would be on health and wellbeing and quality of life, and building social value. We have also progressed the review of our Local Development Plan, approved a re-organisation of our Service Delivery Directorate to improve efficiency in the use of resources and to re-align our structure into a more cohesive operational approach. Have also updated our Corporate Plan, whilst this was brought forward it could be delivered so quickly because of the work officers had already done in building the evidence base ensuring we now have a Corporate Plan based on clear evidence, with clear priorities underpinned by clear guiding principles and a defined Golden Thread which will steer the Council over coming years and enable the budget challenges of future years to be addressed through a clear process of service planning to match resources to priorities. I will return to this theme as it is this evidence based, strategic prioritisation of outcomes and allocation of resources accordingly that will enable this Council to navigate the future successfully, not from unevidenced motions, rather than sound evidence.

The past year has seen the successful development and delivery of the One Maldon District Partnership. The partnership brings together key strategic Partners across the District, encompassing the public, private and voluntary sectors. The partnership has played a key role in the development of the Councils UK Shared Prosperity Fund programme and has been the focus for partnership working in addressing the impact of the cost-of-living crisis on Maldon District Residents. The One Maldon District Community Services guide has recently been featured by the Local Government Association as national best practice, alongside the innovative Storage Centre for Household Essentials, which was developed as a community resource. The Community guide provides key information and support on health and wellbeing, energy saving tips, financial support and community groups that can help residents across the District. The work of the Partnership is developing, and its emerging Plan includes priorities including, Health and wellbeing, focussing on obesity, mental health and addressing the suicide rate in the District. These issues as embedded in our Corporate Plan are vital to the overall wellbeing of our communities and it is through this partnership working, addressing the wider determinants of health such as Housing, economic opportunities, and community safety that we will address many of the issues and priorities within our Corporate Plan. Partnership working is enshrined in that document and One Maldon District is our primary partnership for the District.

We must also ensure that our services continue to be delivered effectively, and complement the wider initiatives and partnership working, this was so clearly demonstrated this year by the way in which the Council took a co-ordinated approach to the Cost-of-Living Crisis supporting the partnership actions above, with the effective management of cost-of-living grants and support to individuals through our Revenues and Benefits Team and the great work they do. It is this joined up thinking and working that will enable our services to have real impact and protect the quality of life of our residents. Of course, this is just one example



and across the board we have officers working hard to deliver services and support our residents. Whilst this is sometimes challenging I know our officers strive for excellent services and work hard whether that is in the office or remotely.

Council has also recently endorsed the Memorandum of Understanding for the establishment of the North Essex Association of Councils. This initiative will bring together the Councils across the North half of Essex to work more closely, look at potential for greater strategic alignment and co-ordination on the key challenges we face around, housing, climate, and economic growth. It will also explore, at pace the opportunities for shared services to increase the capacity and resilience of all the partner organisations.

The two partnership examples I have outlined, alongside the Service Delivery review and the development of the Corporate Plan show the work that has gone in by Officers and this political administration over the last year to ensure that the Council is building the capacity, partnerships, and processes to enable us to manage the ongoing pressures that the Council will face as costs continue to increase, but real resource is reduced. It is so important that we have in place these building blocks I have outlined as they will form the strong foundation on which we can build the future of Maldon District Council and protect and enhance the quality of life of our residents.

The Councils new Corporate Plan puts Quality of Life at the heart of everything we do as a Council. Our vision is to be a sustainable council, promoting growth and investment at every opportunity. To support our communities through excellent partnership working and to maintain and improve quality of life. The six priorities for the Council will be:

- Supporting our communities
- Enhancing and connecting our place
- Helping the economy to thrive
- Smarter finances
- A greener future
- Provide good quality services.

As well as setting out within the document how we will deliver each of these priorities, the whole plan is underpinned by our ways of working.

We are committed to running a local authority that puts residents first, is a great place to work, providing quality services whilst working in partnership to support communities. To deliver this plan, we will build on good practice and continue to:

- Focus on the needs of our residents
- Make best use of resources
- Adopt modern and efficient ways of working
- Be digitally efficient
- Deliver commercial projects and be commercially focused
- Strengthen our partnership working to benefit the district
- Strive to be modern and innovative
- Champion our Core Values as they set our culture and behaviours and support the welfare of our Staff and Councillors
- As a smaller local authority in the county, we will lobby for infrastructure and state our case
- Bid for funding
- Be more visible and promote the good work we do.

This Plan has been shared with all Members over the past two weeks and whilst its development was accelerated it is a clear, robust, and evidence-based document that sets out what we will do, how we will do it and how we will measure success and it also sets out the process through which we will allocate our resources. As such it will provides a blueprint for the ongoing success of the Council. Given its importance I am asking the Chairman of

the Council to move the approval of the plan up the agenda of this Council, to be heard immediately following the budget items.

So to the budget itself. This budget has been developed through a collegiate and inclusive approach, encompassing, officers and Members and utilising the Finance Working Group, Strategy and Resources Committee and all member budget briefings before being brought here today for approval of Council. As Leader I have ensured that the Finance Member Working Group has included representatives from across the Council, including, Conservatives, Independents, and those Members unaligned to groups. The approach taken has been to develop a balanced budget that protects services, whilst also seeking savings and efficiencies. Some of these savings include:

- Increased income from Council assets.
- Increased income from recycling.
- A reduction in staffing numbers where efficiencies have been realised.

The Council is also using its reserves to maintain vital services to the public in the face of the cost-of-living crises and allow a proper and strategic review of budgets next year. Investment in public assets is also included such as new play equipment.

The Council tax increase is well below inflation and equates to an additional 12p a week.

It is part of an overall strategy that the budget avoids rash service cuts and salami slicing of budgets. That old fashioned approach is counter-productive and has no place in sensible budget making and is unlikely to be in the public interest. This budget, alongside the structural changes agreed for the Service Delivery Directorate, protects services, and builds resilience. Of course we will have to make savings in future years, but for the coming year we have brought stability and resilience and put in place those strong foundations I referred to earlier that will enable the Council to review future models for delivery, and reap the benefits of partnership working, the introduction of shared services and overheads, maximise the potential for appropriately outsourced services and build a cohesive and efficient business model for the future, within the resources available.

To facilitate this approach this budget is underpinned by the appropriate use of reserves, which is fully justified in the current cost of living crisis, as it utilises reserves built up over recent years and which belong to the local community as well as the Council and which now protect services for residents in these hard-pressed times. We will of course use the processes and the plans set out already in this speech to ensure ongoing sustainability for the council in future years.

With these strong foundations in place the Council is well placed for the future

I referred earlier to the inclusive, encompassing work, through representation on the Finance Working Group of Conservatives, Independents and Unaligned. Likewise, the Strategy and Resources Committee. Now is not the time for individual political point scoring. This budget, this time, now provides us an opportunity to show how we can collaboratively and successfully as a Council in the most challenging of times deliver support and the best outcomes for the residents of the Maldon District.

I thank Cllr White the Chairman of Strategy and Resources Committee and Mr Leslie, Director of Resources, and his team for all their hard work throughout the budget process. Chairman I commend this budget to Council for approval.



## MINUTES of COUNCIL

**23 FEBRUARY 2023 (CONTINUATION OF THE MEETING HELD ON 22 FEBRUARY 2023)**

---

### **PRESENT**

Chairman	Councillor R G Boyce MBE
Vice-Chairman	Councillor S P Nunn
Councillors	M G Bassenger, Mrs P A Channer, Mrs J L Fleming, CC, A S Fluker, A L Hull, K M H Lagan, S J N Morgan, N G F Shaughnessy, P L Spenceley, W Stamp, CC, E L Stephens, Mrs J C Stilts, C Swain, Mrs M E Thompson and S White

### **1. CONTINUATION OF 22 FEBRUARY 2023 MEETING IN OPEN SESSION**

**RESOLVED** that the meeting of the Council on 22 February 2023 resume in open session.

The Chairman advised that all those Members not present would be noted as having given their apologies. He then advised the Council how he would conduct the outstanding business for consideration. The Director of Strategy, Performance and Governance explained that for the Motions (Agenda Item 10) Officers would provide some operational responses, which he felt important to inform the debate. Members were advised that for the following three Motions Rule 9 would apply as they related to individual Officers or identifiable posts within the structure. In response the Chairman advised that these Motions would be considered at the end of the meeting and in private session.

- Agenda Item 10a – Motion 1
- Agenda Item 10d – Motions 3 and 7.

### **2. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Miss A M Beale, B S Beale MBE, V J Bell, R P F Dewick, M F L Durham CC, M R Edwards, M S Heard, M W Helm, B B Heubner, J V Keyes, C Mayes, C P Morley, R H Siddall and N J Skeens.

### **3. NOTICE OF MOTIONS**

In accordance with Procedure Rule 4, the Chairman advised of the receipt of 15 Motions which had been duly proposed and seconded as set out on the agenda. The Leader of the Council informed the Council that she had raised the management of Motions, including the number of Motions that can be put, limiting the time for each to be heard and this was something that may be discussed by the Performance, Governance and Audit Committee in the future.

#### **4. MOTIONS FROM COUNCILLOR K M H LAGAN (MOTION 01/2023)**

Councillor K M H Lagan presented his second Motion (Motion 2) and outlined his reasons for bringing the Motion detailed below to the Council.

Motion 2:

“That council removes all restrictions on public access to meetings in the chamber and if there are more members of the public attend and cannot be accommodated in the chamber, that the Northey Room is made available to them to view the meeting on screen. This is to be made in accordance with the requirements of the Equality Act and access requirements and any applicable health and safety requirements.”

At this point, the Chairman advised that he would accept all Motions as being duly moved and seconded. In response to a Point of Order raised by Councillor A S Fluker, the Chairman confirmed that in accordance with Procedure Rule 4(3) he could hear a Motion or refer to it to a Committee.

The Senior Manager – Service Delivery and the Corporate Health and Safety Specialist provided the Council with detailed information regarding assessment of the Council Chamber risk assessment carried out and confirmed that the current approach was in accordance with the Council resolution in February 2022. The total number of persons that could be accommodated in the Council Chamber was noted, however Officers advised that this number should be restricted to 44 in the Member and Officer area and 11 in the public area.

In response to a question regarding use of the Northey Room as an overflow for the Council Chamber, the Officer explained that following some consideration Officers felt that the reception area was more acceptable to be used as an overflow area and the reasons for this were outlined.

A lengthy debate ensued and in response to a number of queries raised, Officers provided the following information:

- The restricted width of the exit by the top table was acknowledged but should only one exit be available the proposed numbers would still accord with fire safety.
- The Director of Service Delivery agreed to provide Members with a statement regarding the Health and Safety of the building and means of access. He referred to the adjustments made to ensure that Council complied with access requirements, including how the Chamber could be accessed by a wheelchair user.
- The Fire Service had been asked to look at the Council's fire precautions and when this took place the Council Chamber would be highlighted. It was noted that the Fire Service had stopped its regular inspections and the Director of Service Delivery agreed to provide Members with the background regarding this.
- Changes to the layout of the Chamber would require a complete review of the Chamber facilities.

Councillor S White proposed an amendment to the Motion, that the Council returns to pre-Covid public protocols and that the reception area be used for any overflow, pending any further update in line with Health and Safety and Fire Safety regulations. This proposal was duly seconded. Councillor White amended her proposal following further discussions.

The Leader of the Council summed up the discussions and referred to the importance of ensuring residents were aware of the arrangements both through advertisement on the Council's website and suitable notices in areas at the Council offices.

The Director of Service Delivery suggested adopting 11 public within the Chamber and he would do some extra work to determine if any changes were possible to the Council Chamber to make further improvements.

At this point, and Councillor White clarified she was proposing an amendment that the Council follow current Health and Safety levels, allowing the maximum amount of public it could safely admit into the chamber with any overflow being accommodated in the reception area. This amendment was duly seconded.

Councillor Lagan supported the amendment which he advised was within the spirit of his the Motion. He thanked Officers for what they had done and commented how the Council was limited by current restrictions including fire legislation.

The Chairman then put the proposed amendment to the Council. This was duly agreed. He then moved the amended Motion to the Council, and this was duly agreed.

**RESOLVED** that the Council adheres to current Health and Safety levels regarding public access to meetings in the chamber and if there are more members of the public attend and cannot be accommodated in the chamber, that Reception is made available to them to view the meeting on screen. This is to be made in accordance with the requirements of the Equality Act and access requirements and any applicable health and safety requirements.

## **5. MOTIONS FROM COUNCILLOR K M H LAGAN (MOTION 02/2023)**

### **Motion 1:**

Councillor K M H Lagan advised that he wished to make the following amendment to Motion 1:

Members review the provision of land supply data and *change* to build out rates *as advised by the developer* on a quarterly basis and that the annual land supply statement is reviewed and agreed by Council prior to publication.

The Chairman advised that the amendment was acceptable.

The Strategy, Policy and Communications Manager then provided the Council with a detailed operational update in response to the Motion advising that the Performance, Governance and Audit Committee received a quarterly position statement in respect of the Five-Year Housing Land Supply (5YHLS). The Officer highlighted a number of considerations should the quarterly report requested by this Motion be agreed. The additional wording suggested by Councillor Lagan had been discussed by the 5YHLS Working Group and advice of a barrister was being sought.

In response to a number of questions raised during the lengthy debate that followed, the Officer advised:

- The 5YHLS Working Group had a Terms of Reference and no time limit.
- Completion of properties for planning and council tax purposes was different, although Council Tax and other records were used as indicators the final check was via a site visit. It was clarified that sites visits for planning purposes were to validate whether buildings were occupiable.

- The Officer confirmed that by approving the Motion the Council would be delaying publication of the 5YHLS until July.

The Leader of the Council recommended that the Council wait until it had received the findings of the Working Group. This could then lead discussions and identify recommendations to take forward.

The Chairman moved that the Motion as amended be voted on. In accordance with Procedure Rule No. 13 (3) Councillor K M H Lagan requested a recorded vote, this was duly seconded.

In response to a query, the Monitoring Officer provided the Council with information regarding Purdah which would begin from 13 March 2023 and the government advice to not consider any contentious issues during this period. However, normal business could be transacted by the Council.

The Director of Strategy, Performance and Governance clarified that the Officer's advice was to publish the 5YHLS in April and reiterated that agreeing the Motion would mean a delay in publication.

The Chairman moved to the vote and the voting for the Motion was as follows:

For the recommendation:

Councillors M G Bassenger, Mrs J L Fleming, A S Fluker, K M H Lagan, S P Nunn, N G F Shaughnessy, P L Spenceley, W Stamp, E L Stephens, C Swain and S White.

Against the recommendation:

Councillors R G Boyce, Mrs P A Channer, A L Hull, S J N Morgan and Mrs M E Thompson.

Abstention:

Councillor Mrs J C Stilts.

The Chairman declared that the Motion 1 was therefore agreed.

**RESOLVED** that Members review the provision of land supply data and change to build out rates as advised by the developer on a quarterly basis and that the annual land supply statement is reviewed and agreed by the Council prior to publication.

**Motion 2:**

Councillor Lagon presented Motion 2, as set out below, to the Council advising that he was seeking to ensure the Council had a structure in place where people were available to help members of the public either directly or by passing them onto another other who may be in the building or contactable via Teams or the telephone.

‘That council returns to an open-door policy from 09:00 – 4:00pm daily (Monday to Friday) and has a fully staffed front desk presence that can direct visitors to officers who can assist in resident enquiries.’

In response the Senior Manager – Service Delivery advised Members that the Council currently delivered a face-to-face service for residents who were unable to access the digital service. The Council Offices reception was open 10am – 4pm every day (Monday to Friday) and resourced by Customer Services Advisers who were able to deal with most enquiries. Although an appointment was encouraged, no-one was turned away and all customers assisted. The Officer then provided further detailed information regarding the current service which was being delivered in accordance with

the key principles emerging from the recently approved Customer Strategy, this information included:

- Since opening the Council's reception, the types of enquiries had remained very similar e.g., dropping off forms / documents, collecting supplies of recycling sacks, with most enquiries being dealt with by the Customer Service team. Customers were encouraged to use digital channels but this was not always possible or appropriate.
- Digital support was available from various partners including Barclays Bank and the Community Voluntary Service.
- Previously a high number of callers to the Council Offices related to the Benefits or Council Tax service, however the number of such calls had reduced with vast majority now being dealt with over the telephone.
- The Council was working with One Maldon partners to develop a Community Hub to provide support for the most vulnerable residents and to support digital inclusion. Updates would be report via the One Maldon Partnership Group and as part of this work included a review of how the reception space was used by partnership would be undertaken.

Members discussed the Motion and a number of Members commented on the current arrangements and use of the Council's reception area.

Councillor S White proposed an amendment to the Motion that it be referred to the Strategy and Resources Committee. This was duly seconded.

In response to further questions the Officer explained that a facility for members of the public to contact officers digitally (from reception) had been put in place. She went on to advise of some further changes that were being explored.

The Leader of the Council referred to the need to cover all customers in terms of inclusivity and referred to the Customer Strategy which the Strategy and Resources Committee had been reviewing.

At this point, Councillor White withdrew her earlier amendment to the Motion.

The Chairman then put Motion 2 to the Council, and this was duly agreed.

**RESOLVED** that the Council returns to an open-door policy from 09:00 – 16:00 daily (Monday – Friday) and has a fully staffed front desk presence that and direct visitors to officers who can assist with resident enquiries.

## **6. MOTIONS FROM COUNCILLOR A S FLUKER (MOTION 03/2023)**

### **Motion 1a:**

Councillor A S Fluker advised that this Motion had been dealt with. At this point he referred to how as a new Member he had been invited to different departments to understand what went on behind the scenes and hope that this could be picked up for new Members in May 2023.

### **Motion 1b:**

Councillor Fluker referred to the hard work of the Senior Specialist Co-ordinator Housing and his team and then gave some further background information regarding this Motion. He referred to the Housing team being under-resourced and hoped that

the Motion would bring forward a review of that department particularly regarding resources. Councillor Fluker then put his Motion 1b, as set out below, to the Council.

‘That at its meeting on 23rd February 2023 Council declares a ‘Homeless Crisis’ and resolves to agree that at the next meeting of Council the Corporate Leadership Team presents an updated strategy to reduce homelessness in the District.’

Following a question from the Chairman, Councillor Fluker clarified he would consider amending his Motion to not be so prescriptive regarding the need for a report to come before the next Council meeting, following a steer from Officers.

The Director of Service Delivery introduced the Lead Specialist Community and Senior Specialist Co-ordinator -Housing to the Council. He reassured Members that Officers were looking at resources through Council decisions and changes to the structure for the housing team.

The Officers provided Members with a detailed update in response to Motion 1b and this included:

- The number of applicants on the Housing Need Register (as of 10 February 2023). It was noted that the high number of applicants reflected the lack of affordable, rented properties in the District. Members were informed of the reasons for the lack of affordable accommodation.
- There were currently 91 homelessness applications which was the highest number since Council records began. The lack of interim and settled accommodation had led to homeless applicants having to wait for longer periods on the housing register.
- The higher number of out of District placements had been raised as a risk on the Corporate Risk Register and was again linked to the lack of available interim accommodation and affordable private rented properties. Further detail on the availability of three- and four-bed properties was given.
- The housing team were working proactively with other Officers across services to find Housing solutions for residents.
- A brief comparison of Maldon in relation to other Local Authorities was given.

Officers suggested that rather than declaring a Homelessness Crisis the Council consider declaring a Housing Crisis which would describe the many challenges faced by the Council when trying to assist residents. Further information regarding some of the work that could be done to highlight challenges along with partnership work carried out was provided.

Members discussed the Motion and information provided by Officers in depth. It was noted that Officers worked with Planning Services, particularly at pre-application stage to ensure that bungalows for older people as well as family housing was being provided.

Councillor S White proposed an amendment to the Motion that the Council continued with the review already being undertaken, this be reported to the next meeting of the Strategy and Resources Committee (as a private and confidential report) and every Member be invited to attend that meeting. This amendment was not seconded.

Councillor Fluker referred to the importance of all Members of the Council being aware of the work being undertaken by the Council and particularly the Housing Team. He then proposed that his Motion be amended to refer to “...agreed that at a *future*



*meeting of Council the Corporate Leadership Team...*". This amendment was duly seconded.

In response to a question regarding the Council requesting five-bed properties, Members were advised that the Council was getting some four-bed properties through which could accommodate up to seven people. However, there was some danger in requesting five-bed properties as a housing association could say that the Council could not charge social rent on such a sized property resulting in only affordable rent being charged which would exclude a number of residents.

The Chairman sought clarification from Councillor Fluker if he was removing reference to 'crisis' from his proposal. Councillor Fluker confirmed he was.

The Leader of the Council referred to the work of the highly dedicated Housing Team and how the Council was a non-stock holding authority. She provided some further detail in response to the discussion and thanked the Housing Team for the work they were doing.

Councillor Fluker confirmed that his amended proposal was 'that at its meeting on 23 February 2023 Council resolves to agree that at a future meeting of Council the Corporate Leadership Team presents an updated strategy to reduce homelessness in the District'.

The Chairman put the amended Motion to the Council and upon a vote being taken this was duly agreed.

**RESOLVED** that at a future meeting of the Council the Corporate Leadership Team presents an updated strategy to reduce homelessness in the District.

## **7. MOTIONS FROM COUNCILLOR A S FLUKER (MOTION 04/2023)**

At this point in the meeting Councillor A S Fluker withdrew all his outstanding Motions.

## **8. ADJOURNMENT OF THE MEETING**

**RESOLVED** that the meeting of the Council be adjourned for a lunch break.

## **9. RESUMPTION OF BUSINESS IN OPEN SESSION**

**RESOLVED** that the meeting of the Council resumes in open session at 13:40.

It was noted that Councillors M G Bassenger, A S Fluker and S J N Morgan did not return to the chamber.

## **10. MOTION FROM COUNCILLOR P L SPENCELEY (MOTION 05/2023)**

Councillor P L Spenceley provided some background information and then Moved her Motion, as detailed below:

'That at its meeting on 23rd February 2023 Council resolves to agree to work in a proactive manner to engage with all appropriate authorities to pursue the realisation of a flood alleviation scheme for Heybridge and that, with this in

mind, it recognises the need for invitation to involvement of all Heybridge ward members and other members as appropriate through the formation of a Heybridge Flood Alleviation Scheme Working Group.'

The Director of Strategy, Performance and Governance provided the Council with detailed information on the work that had been ongoing through the Coastal and Flooding Group and direct dialogue with the Environment Agency (EA). He shared an update on the Heybridge Flood Alleviation project and advised that the EA was taking the project forward to Outline Business Case which would look to refine four previously identified preliminary options, shortlisted in 2019 following Stakeholder Workshops. The EA would undertake public engagement / consultation exercises and more detailed briefings during 2023 / 24. At this point he reminded Members of the four options:

- Diversion of High Flows from the Maypole Road ditch;
- Diversion of High Flows from both the Maypole Road and Langford ditch;
- Improvement of Flow conveyance through existing Holloway Road and Langford ditch systems;
- Property level protection measures.

The Director suggested that Members consider setting up a Member Reference Group (similar to that in place for the A12 consultation) to keep Members informed alongside the Flood and Coastal Group and to support Officer representative with the EA as the work progressed.

Councillor S White proposed an amendment to Motion, that the Reference Group be set up as suggested by Officers, but this be District Wide due to flooding issues being across the whole of the District. In response the Chairman advised he could not accept this amendment as it negated the purpose of the original Motion.

A debate ensued and in response to questions raised the Director of Strategy, Performance and Governance provided further clarification in respect of the monies awarded for the work, the current work of the Flood and Coastal Group and how the EA would set up a strategy or reference group for external stakeholders which Officers would be engaged with.

Councillor Spenceley proposed an amendment to her Motion "...formation of a Heybridge Flood Alleviation Scheme *Reference* Group'. She noted that there were other areas in the District with flooding issues but advised that Heybridge was one of seven schemes highlighted and adopted by Essex County Council for the whole of Essex. The amendment was duly seconded.

The Chairman then put the amended Motion to the Council, and this was duly agreed.

**RESOLVED** that the Council works in a proactive manner to engage with all appropriate authorities to pursue the realisation of a flood alleviation scheme for Heybridge and with this in mind recognises the need for invitation to involvement of all Heybridge Ward Members and other Members as appropriate, through the formation of a Heybridge Flood Alleviation Scheme Reference Group.

## **11. EXCLUSION OF THE PUBLIC AND PRESS**

**RESOLVED** that under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it

involves the likely disclosure of exempt information as defined in Paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Act, and that this satisfies the public interest test.

## **12. MOTIONS FROM COUNCILLOR K M H LAGAN (MOTION 01/2023) CONTINUED**

Councillor K M H Lagan presented his Motion (Motion 1) to the Council, as set out below, and provided some background information.

Pre-Amble: With regard to the proposed paper that is coming to council on 12th January 2023, and the proposed service delivery amendments contained within, the time is right to undertake a review to consider options of the formation of the CLT and leadership model in operation at MDC to support the internal and external agendas, and that officers are charged with scoping out a prepared brief so that external support can be sourced to provide bench makings and options for review by full council.

Motion: "Members are requested to endorse the above approach with a report being made to Council on options before or by April 2023."

The Director of Service Delivery, as Head of Paid Service, responded to the Motion, advising that should it be agreed Human Resources would wish to engage with Members to develop a scoping report with Terms of Reference for the review. This would be brought back to Members with a proposed timetable.

During the debate that ensued a number of Members expressed both support for and against the Motion.

In accordance with Procedure Rule No. 13 (3) Councillor K M H Lagan requested a recorded vote. This was duly seconded.

The Chairman then put Councillor Lagan's Motion to the Council and vote was as follows:

For the recommendation:

Councillors K M H Lagan, P L Spenceley, W Stamp and E L Stephens.

Against the recommendation:

Councillors R G Boyce, Mrs P A Channer, Mrs J L Fleming, A L Hull, C Swain, Mrs M E Thompson and S White.

Abstention:

Councillors S P Nunn, N G F Shaughnessy and Mrs J C Stilts.

The Motion was therefore declared lost and not agreed.

There being no other items of business the Chairman closed the meeting at 2.29 pm.

R G BOYCE MBE  
CHAIRMAN

This page is intentionally left blank

**RECEIVED 23/02/23 via email  
MOTION 06/2023**

We the under signed give notice under the current Procedure Rule 4 to move the following motions at the meeting of Maldon District Council on 30<sup>th</sup> March 2023

Cllr Adrian Fluker

Cllr Kevin Lagan

Cllr Wendy Stamp

## **Motion One:**

**That at its meeting on 30<sup>th</sup> March 2023 Council resolves to agree that in the event of the Chairman of the Council refusing to accept any one of Motions One to Eight the reasons why and the subject of the motions are reported by him to Council on 30<sup>th</sup> March 2023.**

## **Motion Two:**

### **Preamble:**

With Reference to Part 4 Rules of Procedure Rule 1 (m). "Questions (which may be made without notice) to the Leader of the Council (or his absence the Deputy Leader) (other than at the Annual Meeting, and at meetings referred to in (h) above) for a maximum of 15 minutes and not beyond 10pm unless period is extended with the mutual agreement of the Chairman of the Council and the Leader (or deputy Leader)"

The current Leader was elected on the 18<sup>th</sup> of January 2022. Since that date and in accordance with the above rule the agenda item "Questions to the Leader" has due to time constraints, only been allowed by the Chairman on two occasions.

Since the appointment of the Leader in January 2022 the Council is having to deal with financial uncertainty, the irresolute impacts of levelling up, devolution, its own dissolution, and a homeless crisis in the district.

That said it is considered the current arrangements for members to verbally challenge the policy of the Leader without notice is not fit for purpose and that the ability to question the leader should apply to all meetings with the exception of the annual budget meeting

It is therefore proposed through this motion that in the best interests of democracy, openness, and transparency Rule 1 (m) should be annulled and changed.

## **Motion to Council**

**That at its meeting on 30<sup>th</sup> March 2023 Council resolves to agree that Part 4 Rules of Procedure Rule 1(m) be annulled and is replaced with the following words "Questions (which may be made without notice) to the Leader of the Council (or in his/her absence the Deputy Leader) for a maximum of 15 minutes at all meetings with the exception of the annual budget meeting.**

**Motion Three: Motion not accepted**

#### **Motion Four:**

##### **Preamble:**

With Reference to Part 4 Rules of Procedure, Regulation of business and duration of meetings, Rule (6). "The business of meetings of the Council (and its Committees and Sub-committees) shall cease 2.5/3 hours after the meeting has commenced, or such sooner or later time as the Chairman shall consider appropriate."

Recently Rule 6 has had to be implemented which has resulted in meetings being adjourned, usually at or around 10pm or 10.30pm. With regards welfare, good practice, health, safety and focus of mind, finishing at 10.30pm is considered unacceptable given that Council meetings are often attended by several officers and members who are either working or have personal commitments the following day.

It should be noted that the decision to extend meetings past 2.5/3 hours rests with the Chairman only and that members have been informed that they may choose to leave the meeting at any time (Source: email to members 3<sup>rd</sup> February). In practice this could mean a chairman could continue past 10.30pm and any members who work or have other commitments the next day who chose to leave could as a result end up being disenfranchised from the democratic process and discriminated against through no fault of their own.

##### **Motion to Council**

**That at its meeting on 30<sup>th</sup> March 2023 Council resolves to agree that Part 4 Rules of Procedure, Regulation of business and duration of meetings Rule (6) be annulled and is replaced with the following words ). "Other than with the agreement of the Council (or where appropriate its committees and Sub-Committees) all business shall cease at 10pm"**

#### **Motion Five:**

##### **Preamble:**

Given that Council and Committee meetings are increasingly running past 10pm and given the inclement weather during the winter period it would seem sensible for Council (and its Committees and Sub Committees) to consider by default starting meetings 30minutes earlier at 7pm.

##### **Motion to Council**

**That at its meeting on 30<sup>th</sup> March 2023 Council resolves to agree that from the start of the new Administration in May 2023 that during the period of BST (British Summer Time) Council (and its Committee's and Sub-Committees) commence meetings at 7.30pm and that during the period of GMT (Greenwich Mean Time) Council (and its Committee's and Sub-Committees) commence meetings at 7.00pm**

**Motion Six:**

**Preamble:**

The Committee work plan is acknowledged. Given the extraordinary amount of business that the Council and its Committees are likely to consider during the ensuing Administration and particularly so with regards levelling up, devolution, dissolution, corporate projects, the Local Development Plan review, fiscal alignment, and potentially a structural review it is likely that under Part 4 of the Rules of Procedure meetings will continue to be adjourned to another day in order to conclude their business.

It is noted that adjourning meetings to future dates often with short notice impacts negatively on both Officers, Staff and Members and delays the decision-making process of committees particularly so with regards private and confidential matters which tend to be considered at the end of meetings.

It seems reasonable therefore that given the extenuating circumstances the main committees of Council face the number of meetings held should revert to the previous arrangement of eight times per municipal year rather than the current six times per year. This would afford the opportunity for Members to consider items of business in a more timely and productive way which should result in less time being spent debating items at Council.

**Motion to Council**

**That at its meeting on 30<sup>th</sup> March 2023 Council resolves to agree that from the start of the new Administration in May 2023 the Strategy and Resources and Performance Governance and Audit Committees meet subject to business being available to consider eight times per municipal year.**

**Motion Seven: Motion not accepted**



**Motion Eight:**

**Preamble:**

With regards the Strategy and Resources Committee Meeting on 26<sup>th</sup> January 2023, Agenda Item 18 (considered at the follow-on meeting on 9<sup>th</sup> February 2023). Supplementary Estimates, Virement. Procurement Exemptions and Use of reserves 1<sup>st</sup> October – 31<sup>st</sup> December 2022. A member raised a query regarding a 'Procurement Exemption' (para 3.5.1) and the subsequent letting of a contract between the Council and a third person. The exemption was based on 'immediate attention' and 'There are no other contractors with the required lifting equipment capable of undertaking the work in the river Blackwater' Based on the fact that the contractor provided a quotation to carry out the works in August and they were carried out in December it appears that limited weight should be given to the argument that the works required 'immediate attention'. It is also widely known that there are at least four operators in the rivers Blackwater, and Crouch areas who could have carried out these works. Under these circumstances it is considered that the Procurement Exemption should not have been agreed and that the correct procurement process should have been followed.

**Motion to Council**

**That at its meeting on 30<sup>th</sup> March 2023 Council resolves to agree that the Overview and Scrutiny Committee reviews the Procurement Exemption published at Agenda Item 18 paragraph 3.5.1 of the Strategy and Resources Committee Meeting 26<sup>th</sup> January 2023.**





**REPORT of  
DIRECTOR OF STRATEGY, PERFORMANCE AND GOVERNANCE**

---

**to  
COUNCIL  
30 MARCH 2023**

**APPOINTMENT OF DEPUTY ELECTORAL REGISTRATION OFFICER**

**1. PURPOSE OF THE REPORT**

- 1.1 For Council to appoint a Deputy Electoral Registration Officer (DERO) to carry out the duties of the Electoral Registration Officer (ERO) in their absence.
- 1.2 Under Section 52(2) of the Representation of the People Act 1983, the Council may appoint a DERO who is able to perform and exercise any of the duties and powers of the ERO.

**2. RECOMMENDATION**

That the Lead Elections and Democratic Services Manager be appointed as the DERO, with the full powers of the ERO in his absence, with immediate effect.

**3. SUMMARY OF KEY ISSUES**

- 3.1 Under Section 8(2) of the Representation of the People Act 1983, the Council must appoint an Officer to the position of 'Electoral Registration Officer'. This position is responsible for maintaining the Electoral Register for the area. The Director of Strategy, Performance and Governance is the appointed ERO in Maldon.
- 3.2 Under Section 52(2) of the Representation of the People Act 1983, the Council may appoint a DERO who is able to perform and exercise any of the duties and powers of the ERO.
- 3.3 Unlike Returning Officers, S.52(2) of the Representation of the People Act 1983 provides that the ERO cannot appoint a deputy themselves, unless power to do so has been delegated to them by Council.
- 3.4 Following the implementation of the Election Act 2022 in November 2022, specifically the introduction of Voter ID, the ERO is now required to sign Temporary Voter Authority Certificates that can be provided for the five days (including the day of the election) prior to election day.
- 3.5 The appointment of the DERO will mitigate risks in the event that the ERO is unavailable, as their deputy will be able to make legal judgments regarding the Electoral Register and sign any Temporary Voter Authority Certificates during the election period on their behalf.

#### 4. CONCLUSION

- 4.1 Authorisation is sought from Council for the Director of Strategy and Resources to appoint the Lead Elections and Democratic Services Manager as the DERO, with the full powers of the ERO in their absence with immediate effect.

#### 5. IMPACT ON STRATEGIC THEMES

- 5.1 None.

#### 6. IMPLICATIONS

- (i) **Impact on Customers** – We must ensure that electoral registration is conducted in accordance with the legislation, at all times, even when the Electoral Registration Officer is unavailable.
- (ii) **Impact on Equalities** – No effect.
- (iii) **Impact on Risk** – The appointment of the DERO will mitigate risks if the ERO is unavailable, as their deputy will be able to make legal judgments, regarding the Electoral Register and sign any Temporary Voter Authority Certificates during the election period on their behalf.
- (iv) **Impact on Resources (financial)** – No effect.
- (v) **Impact on Resources (human)** – No effect.
- (vi) **Impact on the Environment** – No effect.
- (vii) **Impact on Strengthening Communities** – Ensuring those who can vote or want to register to vote, are able to do so, or those who need a Temporary Voter Authority Certificate, are provided with one, where applicable.

Background Papers: None.

Enquiries to: Paul Dodson, Director of Strategy, Performance and Governance and appointed Returning Officer.



**REPORT of  
DIRECTOR OF SERVICE DELIVERY**

---

**to  
COUNCIL  
30 MARCH 2023**

**UPDATE ON THE CUSTOMER STRATEGY AND ONE MALDON DISTRICT COMMUNITY HUB**

**1. PURPOSE OF THE REPORT**

- 1.1 To provide an update to Members on the progress of both the refresh of the Customer Strategy and the delivery of the One Maldon District Community Hub.

**2. RECOMMENDATION**

That Members note this report.

**3. SUMMARY OF KEY ISSUES**

**3.1 Customer Strategy**

- 3.1.1 The Council's Customer Strategy is under review, using the key principles previously approved in the original Strategy which were endorsed in July 2022.
- 3.1.2 These principles support our delivery of a Digital First approach but recognise that digital services will not meet the needs of all our customers.
- 3.1.3 This Digital First approach was first introduced in our Customer Strategy in 2016 and was further embedded through our Whole Council Transformation in 2019 which put Channel Shift and digital services at the heart of its key principles. The business case for this transformation included a significant upfront investment in technology, which was funded through staffing reductions and efficiencies created by both the Channel Shift of customers to self-service, and process redesign. The Pandemic accelerated the pace of digital transformation, both for our customers, and for the Council as an organisation.
- 3.1.4 The refreshed Strategy recognises the need to have a strong focus of providing additional support for our customers that are unable to use digital services. Our Strategy is twofold, to ensure customers are not digitally excluded by continuing to offer an accessible telephone and face-to-face service for those customers that need that support, and at the same time promote digital inclusion through strong partnership working providing access to practical help and support to customers who face barriers to using online services.
- 3.1.5 Evidence shows us that access to Digital services provides a wealth of opportunities, from practical financial advantages, such as access to discounts and offers that are not available elsewhere, to online food shopping and delivery services, which for many has been a vital service during the pandemic and beyond, and access to social

media which for many has been a lifeline and has continued to help support social isolation.

- 3.1.6 The refreshed Strategy will reflect the huge change in customers' behaviour, recognising the high levels of channel shift that have been achieved in the last 4 years and will have a shift of emphasis, from delivering Channel Shift, to one of maintaining and building on the Channel Shift that has been achieved, with a greater emphasis on customers who may be digitally excluded.
- 3.1.7 It is proposed that as the seven principles contained in the original Customer Strategy remain relevant and therefore continue to form the basis of our new strategy, there will be a stronger focus on:
- a. The need to ensure that we are supporting our customers who are unable to access digital services.
  - b. Greater partnership working to support our customers in the community.
- 3.1.8 This will enable us to explore the most effective options for delivering our customer service to our residents and businesses, recognising that our customer service does not need to be co-located with our "back office" functions.

### **3.2 Key Principles of the Strategy**

#### **1. Right first-time Service Delivery**

- Making sure that the information / response we provide to the customer is of a high quality and correct from the outset, reducing the need for the customer to contact us again.
- Reducing errors by getting it right first time and minimising the financial and resource cost of correcting.

#### **2. Resolution at the first point of contact**

- Having a high quality, easy to navigate website that enables customers to find the information or service they need quickly, with minimal clicks.
- Having skilled customer service staff who can deal with enquiries without the need to pass the customer to a colleague to resolve their enquiry or issue.

#### **3. Increasing Digital Inclusion - Helping our customers to help themselves.**

- Encouraging and supporting our customers to self-serve, through the provision of a high quality easy to use website, with up-to-date information.
- Simple to use e-forms that ensure all the relevant information is captured, reducing the need to go back to the customer for more information.
- Working with our partners, to support Digital inclusion, through face-to-face support, signposting to local support groups, recognising the wider benefits of being able to use digital communication.
- Supporting customers to access a wider range of self-help through our partners such as budgeting advice, health and wellbeing advice, training, and skills.

- Ensuring that customers that cannot use our digital services are not digitally excluded, through access to telephone and face-to-face services.

#### **4. Focussing on end-to-end service delivery**

- Ensuring that when we are designing or reviewing processes, we look at the experience from the customers' perspective, making sure that the process is streamlined, easy to use, focusing on the complete process, not just parts of it.

#### **5. Learning from customer feedback**

- Having a clear and easy to use customer feedback process.
- Capture both positive feedback and complaints.
- Using that data to help inform improvements to our services.

#### **6. Culture and behaviours**

- Putting excellent customer service at the heart of our values and behaviours.
- Embedding our core values across the organisation.
- Strong and positive Leadership- Corporate Leadership Team (CLT) and Members Lead by example.

#### **7. Encouraging access to services using the most efficient and cost-effective channels**

- Promoting and encouraging self-service or supported access to online services,
- Providing a telephone service for those that are unable to access online services,
- Ensuring a face-to-face service is available for those customers who need a greater degree of support, and for whom digital or telephone services are not appropriate.

### **3.3 Key Milestones and timetable**

3.3.1 Work on delivery of the refreshed Customer Strategy is continuing, and updates are being made to reflect the Council's new Corporate Plan and Priorities, and newly published data and relevant Policies and Strategies, such as the Essex Digital Strategy

3.3.2 The current high level plans for delivering of the Strategy are

Activity	Timescales
Member Workshop	May/ June 23
Formal Consultation on Strategy (Members, Public, Partners)	June/ July 23
Strategy to Members to approve	Sept 23

### **3.4 Community Hub**

3.4.1 At the One Maldon District Partnership meeting in December 2022 it was agreed that the partnership would explore the development of a community hub at the Maldon District Council (MDC) Offices.

- 3.4.2 Following the meeting, a sub-group comprising of officers from MDC and Maldon and District Community Voluntary Service, presented the concept of the community hub to partners at the Maldon District Community Forum.
- 3.4.3 Overriding support was received from partners to create the community hub, and a wider a sub-group was formed to support the creation of the community hub.
- 3.4.4 The sub-group met and agreed a phased approach to the delivery of the community hub. The first phase will ensure that One Maldon District is supporting existing community hubs. The support from One Maldon District will be through the creation of a handbook which will provide key information, FAQ's and points of contacts/emails of the One Maldon District represented organisations to the hubs.
- 3.4.5 The existing community hub volunteers will also have access to free training delivered by One Maldon District represented organisations. As part of the agreement, the existing community hubs will use the One Maldon District branding to maintain consistency and communications.
- 3.4.6 In the second phase the existing community hubs will gather insight and collate data from service users to inform the development of the One Maldon District Community Hub. This will ensure that the hub will meet the needs of the residents who need the support the most.
- 3.4.7 The third phase will involve interpreting the data and feedback received from service users to design the community hub offer. In this phase, One Maldon District will be working to determine the logistics, accessibility and service provision required at the community hub. Once agreed, communication and branding will be disseminated via the existing community hubs, partners and networks to inform service users of the One Maldon District Community.
- 3.4.8 Regular updates will continue to be made to the One Maldon District Partnership meetings.

#### **4. CONCLUSION**

- 4.1 Good progress is being made to finalise the Council's refreshed Customer Strategy, and bring this forward to Members
- 4.2 The Council is working with partners to deliver the One District Community Hub, with a phased approach to ensure existing provision is supported, and data is used to inform future provision. The launch of Phase 1 is anticipated to be during April/ May 2023.

#### **5. IMPACT ON STRATEGIC THEMES**

- 5.1 Both the Customer Strategy and One Maldon District Community Hub strongly support our Corporate Priorities, and specifically supporting our communities, through strong and smart partnership working, and provide good quality services, through a clear Customer Strategy.

## 6. IMPLICATIONS

- (i) **Impact on Customers** – The Customer Strategy will provide a clear approach to delivering quality services that meet our customers' needs, providing a wide range of digital services that enable customers to transact with us 24/7, whilst ensuring that customers are not digitally excluded. A telephone and face-to-face services for our most vulnerable customers and those that are unable to use or access our digital services will continue to be provided, and smarter partnership working, including the development and delivery of a community hub will ensure that our residents receive the support that they need.
- (ii) **Impact on Equalities** – Both the Customer Strategy and the delivery of the community hub will ensure equality of access for our residents.
- (iii) **Impact on Risk** – Failure to deliver the Customer Strategy will result in both financial and service delivery risks to the organisation. Being able to Channel Shift our residents to online, structured data forms and increasing self-service was a key element of the organisational restructure in 2019, and the platform on which the staffing reductions were based. A move away from that approach will have financial and staffing resource implications.

The delivery of the Community Hub will be dependant on strong partnership working of all partners involved.

- (iv) **Impact on Resources (financial)** – Failure to deliver the strategy and to sustain the Channel Shift achieved over the last three years will result in additional costs, primarily the resources required to manage the additional workload. Additional staffing capacity would be required not just to deal with customer enquiries, but also the additional resources to manage unstructured customer data. Use of digital forms increases the likelihood of all relevant information being collected first time and reduces failure demand.

There is no anticipated financial impact of delivering Phase 1 and 2 of the Community Hub. A report will be brought back to Members regarding any financial implications 3.

- (v) **Impact on Resources (human)** – Additional resources would be required if the current “digital by default” approach is not sustained. Our staff support and encourage customers to use our digital services, and work with our partners to support those that are digitally excluded, helping some of our most vulnerable residents to benefit from the wider benefits of using online services such as social contact.

The development and delivery of the Customer Strategy and Phase 1 and 2 of the Community Hub is being dealt with within existing resources. A report on any implications for delivery of Phase 3 of the Community Hub will be brought back to Members.

- (vi) **Impact on the Environment** – The digital by default approach to delivering services strongly supports the Council's Climate Strategy, leading by example, reducing the volume of paper documents needing to be submitted by customers, reducing our printing, reducing the need for customers to travel to the Council Offices and sustaining our paperless office approach.

- (vii) **Impact on Strengthening Communities** – The Customer Strategy and Community Hub both strongly support individual and community resilience and build upon existing partnerships and Community based support.

Background Papers: None.

Enquiries to: Sue Green, Customer, Casework and Community Engagement Manager



By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank



By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank



By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank



By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank