

# UPDATED PACK



MALDON DISTRICT  
COUNCIL

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

CHIEF EXECUTIVE  
Doug Wilkinson

05 February 2025

Dear Councillor

You are summoned to attend the meeting of the;

## **COUNCIL**

on **THURSDAY 13 FEBRUARY 2025** at **7.30 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 or attend in person 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



Chief Executive



Please note: Electronic copies of this agenda and its related papers are available via the Council's website [www.maldon.gov.uk](http://www.maldon.gov.uk).





## AGENDA COUNCIL

THURSDAY 13 FEBRUARY 2025

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1. **Chairperson's notices**

2. **Apologies for Absence**

3. **Minutes - 12 December 2024** (Pages 9 - 18)

To confirm the Minutes of the Council meeting held on 12 December 2024 (copy enclosed).

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).

**Local Government Finance Act 1992 – Section 106**

Will any Members affected by Section 106 please note that any declarations to that effect should be made on the commencement of the meeting or immediately on arrival if this is later. Under Section 106 a Member who has not paid an amount due in respect of their Council Tax for at least two months after it became payable is precluded from voting on any matters affecting the level of Council Tax or the arrangements for administering the Council Tax. (The Member is, however, entitled to speak).

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. **Chairperson's Announcements**

7. **Minute Book**

To consider the recommendations coming forward from the Committees detailed below. Please note that the Minutes of these meetings are not enclosed as they have not been approved at Committee level.

- a) Performance, Governance and Audit Committee - 16 January 2025 (Pages 19 - 42)

[Link to Committee report pack](#)

**Amended Contract Procedure Rules in line with legislation under the Procurement Act 2023**

**RECOMMENDED**

- (i) That subject to the above amendment, the Contract Procedure Rules 2025 (attached at **APPENDIX 1**) be approved to ensure the Council is compliant with the Procurement Act 2023;
- (ii) that the Council's Constitution at pages 218 to 242 is updated with the Contract Procedure Rules 2025.

- b) Strategy and Resources Committee - 23 January 2025 (Pages 43 - 256)

[Link to the Committee report pack](#)

**Fees and Charges Additional Information: Car Park Charges – Burnham-on-Crouch**

**RECOMMENDED**

- (i) That the Car Park charges proposed for all Burnham-on-Crouch car parks not be agreed, and the Council continues to offer free car parking at all Burnham-on-Crouch car parks.

**Council Tax Support Scheme 2025 / 26**

**RECOMMENDED**

- (i) That the following changes to the existing schemes are approved:
  - a. 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 2025 / 26 for Pensioners only;
  - b. that any legislative changes being introduced to the Housing Benefit Scheme, for 2025 / 26 are mirrored in the Council's LCTS to ensure consistency;
  - c. minor technical amendments to ensure that the Council is able to administer the Scheme reflecting current local and national guidance and that the Council may disregard anything determined to be a local welfare payment from its calculation;
- (ii) that these decisions have been made following Members careful reading of and regard to the Equality Impact Assessment at **APPENDIX 1**;
- (iii) that Members note the unchanged framework for the Hardship Provision at **APPENDIX 2**;
- (iv) that the Policy document at **APPENDIX 3** be approved;
- (v) that the final Policy document relating to the Council Tax Support

Scheme at **APPENDIX 4** be approved.

### **Business Rate and Council Tax Discretionary Polices 2025 / 26**

#### **RECOMMENDED**

- (i) That the proposed Discretionary Non-Domestic Rate Relief Scheme at **APPENDIX 5** be approved;
- (ii) That the proposed Empty Homes and Second Homes Premium Policy at **APPENDIX 6** be approved.

### **Hythe Quay Dredging Project**

#### **RECOMMENDED**

- (i) That a budget provision of up to £135,000 is created for desilting the Hythe Quay and Visitors Pontoon.

### **UK Shared Prosperity Fund 2025 / 26 Allocation**

#### **RECOMMENDED**

- (i) that Members consider the opportunity to 100% match fund the Council's allocation to maximise delivery opportunities for the benefit of communities and the District.

### **Revised Health and Safety Policy and Statement of Intent**

The Strategy and Resources Committee (S&R) at its meeting on 23 January 2025 discussed the report related to this item of business and Members made a number of recommendations to the Council.

Following feedback from the S&R, the Council is asked to defer consideration of these recommendations to allow Officers to review the tone of the Council's Corporate Health and Safety (H&S) Policy before it is brought forward to the Council for approval. In response to recommendation (i) Officers propose that the Council has a separate H&S policy for Members that better reflects their activities, linking to other relevant policies as required. As Council Members are generally not classed as 'paid employees' and so in some respects, fall outside of the Health and Safety at Work Act 1974, senior officers feel this would be a better approach. Members will have the ability to inform this Policy through a focused Task and Finish Working Group, with the Corporate Health and Safety Manager there to provide support and guidance.

The Council is therefore asked to consider amending the recommendations of the Strategy and Resources Committee as follows:

#### **RECOMMENDED**

- (i) That ~~the a separate~~ Health and Safety Policy be ~~further revised to include~~ Members, ~~linking to other relevant policies where appropriate~~;
- (ii) That subject to (i) above, the revised Health and Safety Policy (Appendix 1 to the report) and Statement of Intent ~~for Officers~~ be adopted;
- (iii) That the roles and responsibilities of Committee Members and key staff

in each policy be noted;

- (iv) That the annual review period in each policy be noted;
- (v) That two Members of the Council be appointed to ~~the a~~ Officer Working Group to produce a Member Health and Safety Policy.

**Please note** that the following recommendations coming forward from the Strategy and Resources Committee are not for consideration at this point as they form part of other agenda items (see below) due to be considered at this meeting:

Agenda Item 10

- Income and Savings Proposals 2025 / 26 to 2028 / 29

Agenda Item 12 – 2025 / 26 Budget and Medium-Term Financial Strategy

- Capital and Investment Strategy for 2025 / 26, Minimum Revenue Provision Statement 2025 / 26 and Treasury Management Strategy 2025 / 26;
- 2024 / 25 Revised and 2025 / 26 Original Budget Estimates;
- Medium-Term Financial Strategy 2025 / 26 – 2027 / 28.

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

To note that since the last Council, up until Wednesday 5 February 2025 (Council agenda dispatch) the following Committees have met, and to receive any questions in accordance with Council and Committee Procedure Rule 6 (2).

North Western Area Planning Committee	<a href="#">4 December 2024</a>
Performance, Governance and Audit Committee	<a href="#">5 December</a>
South Eastern Area Planning Committee	<a href="#">11 December</a>
Central Area Planning Committee	<a href="#">18 December</a>
Joint Standards Committee	<a href="#">19 December</a>
North Western Area Planning Committee	<a href="#">14 January 2025</a>
Performance, Governance and Audit Committee	<a href="#">16 January</a>
Strategy and Resources Committee	<a href="#">23 January</a>

9. **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 item of business on the grounds that it involves 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.

10. **Income and Savings Proposals 2025 / 26 to 2027 / 28** (Pages 257 - 262)

To consider the report of the Interim Chief Finance Officer (copy enclosed).

11. **Resumption of Business in Open Session**

To resume the meeting of the Council in open business.

12. **2025 / 26 Budget and Medium-Term Financial Strategy**

To receive a **Budget Statement from the Leader of the Council**, to consider the

following reports of the Section 151 Officer (copies enclosed) and to determine the level of Council Tax.

Members' attention is drawn to the following Procedure Rules:

- **Voting** – Procedure Rule 13(5) set outs 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.
  - **Budget Speech** – Procedure Rule 1(13)(a) sets out the time limits in relation to the budget speech and (b) details the requirements for making alternative proposal or amendment as part of the Budget and Council Tax setting.
    - a) Capital and Investment Strategy for 2025 / 26, Minimum Revenue Provision Statement 2025 / 26 and Treasury Management Strategy 2025 / 26 (Pages 263 - 336)
    - b) 2024 / 25 Revised and 2025 / 26 Original Budget Estimates (Pages 337 - 370)
    - c) Medium-Term Financial Strategy 2025 / 26 - 2027 / 28 (Pages 371 - 402)
    - d) Council Tax 2025 / 26 (Pages 403 - 412)
13. **Questions in accordance with Procedure Rule 6(3) of which notice has been given**
14. **Council Offices Princes Road** (Pages 413 - 416)  
To consider the report of the Deputy Chief Executive, (copy enclosed).
15. **Consultation Response - Standards and Conduct Framework** (Pages 417 - 426)  
To consider the report of the Monitoring Officer (copy enclosed).
16. **Statement of Licensing Policy 2025 - 2030** (Pages 427 - 504)  
To consider the report of the Deputy Chief Executive, (copy enclosed).
17. **Street Collections Policy 2025-2030** (Pages 505 - 524)  
To consider the report of the Deputy Chief Executive, (copy enclosed).
18. **Business by reason of special circumstances considered by the Chairperson to be urgent**
19. **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 item of business on the grounds that it involves 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. **Procurement of Cleaning Services for Public Conveniences** (Pages 525 - 564)  
To consider the report of the Deputy Chief Executive, (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**

We do not have any fire alarm testing scheduled for this meeting. In the event of a fire, a siren will sound. Please use either of the two marked fire escape routes. Once out of the building please proceed to the designated muster point located on the grass verge by the police station entrance. Please gather there and await further instruction. If you feel you may need assistance to evacuate the building, please make a member of Maldon District Council staff aware.

### **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.

### **Lift**

Please be aware, there is not currently lift access to the Council Chamber.