



## CLACTON TOWN BOARD

**DATE:** Friday, 24 May 2024  
**TIME:** 2.30 pm  
**VENUE:** West Cliff Theatre, Tower Road,  
Clacton-on-Sea CO15 1LE

### MEMBERSHIP:

|                               |                                |
|-------------------------------|--------------------------------|
| <b>G Kieffer (Chairman)</b>   | <b>R Hirst</b>                 |
| <b>S Alexander</b>            | <b>R Mitchell-Gears</b>        |
| <b>B Ball</b>                 | <b>Dr. E Murray</b>            |
| <b>I Davidson</b>             | <b>C Newnes</b>                |
| <b>G Watling MP</b>           | <b>Councillor M Stephenson</b> |
| <b>N Gallagher</b>            | <b>L Taylor-Green</b>          |
| <b>Councillor I Henderson</b> | <b>Councillor L Wagland</b>    |

If you have any queries regarding this meeting, please contact Keith Simmons, Head of Democratic Services & Elections Email: [ksimmons@tendringdc.gov.uk](mailto:ksimmons@tendringdc.gov.uk) on Telephone: (01255) 686580.

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## AGENDA

### **1 Apologies for Absence**

The Board is asked to note any apologies for absence received.

### **2 Town Chairs' Meeting and No 10 Reception (Pages 5 - 6)**

The Chairman will present his report on the Town Board Chairs' meeting and the official reception held at 10 Downing Street.

### **3 Community Engagement Update (including the Youth Board)**

The Board will receive an update on community engagement activity.

### **4 Initial activity and expenditure**

The Board will discuss its initial activity and expenditure.

### **5 Governance Matters (Pages 7 - 26)**

The Board will consider the following governance matters:-

- a. Town Board Governance Submission to DLUHC (copy attached)
- b. Revised Terms of Reference (to include DLUHC as observers and consider sub-groups) (copy attached)
- c. Public Access to the Business of the Board
- d. Code of Conduct/Declarations of Interest in Board Activities (copy attached)
- e. Communications and Communications Protocol (copy attached)

### **6 Notes of the Board meeting held on 21 March 2024 and of the informal workshop held on 15 April 2024 (Pages 27 - 36)**

The Board will formally receive the aforementioned Notes.

### **7 Next Meeting**

Wednesday 26 June 2024 at 1.30pm.

# **Information for Visitors**

## **FIRE EVACUATION PROCEDURE**

There is no alarm test scheduled for this meeting. In the event of an alarm sounding, please calmly make your way out of any of the fire exits in the room and follow the exit signs out of the building.

Please heed the instructions given by any member of staff and they will assist you in leaving the building and direct you to the assembly point.

Please do not re-enter the building until you are advised it is safe to do so by the relevant member of staff.

Your calmness and assistance is greatly appreciated.