



Councillor Bob Calver, Town Mayor

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CM0 8JA

**To All Town Councillors and
Electors of the Parish of Burnham-on-Crouch**

4 April 2018

Dear Sir/Madam,

ANNUAL TOWN MEETING

You are invited to attend the above Meeting to be held in the **COUNCIL CHAMBER OF THESE OFFICES ON TUESDAY 24 APRIL 2018, commencing at 7.30 pm.**

The Agenda for the Meeting is on the reverse of this Summons.

Yours faithfully,

TOWN MAYOR

IMPORTANT NOTICES

1 LOCAL GOVERNMENT ELECTORS, INCLUDED ON THE CURRENT ELECTORAL ROLL, IN THE PARISH OF BURNHAM-ON-CROUCH ARE ENTITLED TO SPEAK AND, IF REQUIRED, TO VOTE AT THIS ANNUAL MEETING.

2 THE AGENDA FOR THE MEETING IS SET OUT ON THE REVERSE OF THIS SUMMONS.

3 RESOLUTIONS UNDER AGENDA ITEM 9 ARE REQUIRED TO BE SUBMITTED, IN WRITING/BY EMAIL, TO THE TOWN CLERK AS DETAILED ABOVE, AT LEAST SEVEN CLEAR DAYS BEFORE THE MEETING AND AT THE LATEST BY NOON ON THURSDAY 12 APRIL 2018.

4 THE COUNCIL CHAMBER HAS AN INFRA-RED LOOP SYSTEM. ANYONE ATTENDING THE MEETING WHO REQUIRES ASSISTANCE WITH THEIR HEARING SHOULD ASK THE TOWN CLERK WHO WILL BE PLEASED TO HELP.

5 SOUND RECORDING OF MEETING

THE COUNCIL WILL BE RECORDING ANY PART OF THIS MEETING HELD IN OPEN SESSION FOR SUBSEQUENT PUBLICATION ON THE COUNCIL'S WEBSITE. AT THE START OF THE MEETING AN ANNOUNCEMENT WILL BE MADE ABOUT THE SOUND RECORDING. MEMBERS OF THE PUBLIC ATTENDING THE MEETING WITH A VIEW TO SPEAKING ARE DEEMED TO BE GIVING PERMISSION TO BE INCLUDED IN THE RECORDING.

**ANNUAL TOWN MEETING OF THE PARISH OF BURNHAM-ON-CROUCH
TUESDAY 24 APRIL 2018, AT 7.30 pm IN THE COUNCIL CHAMBER OF THE COUNCIL
OFFICES, CHAPEL ROAD, BURNHAM-ON-CROUCH, ESSEX, CM0 8JA.**

AGENDA: -

1 APOLOGIES

2 DECLARATIONS OF INTEREST

All Town Councillors have completed their Statutory Declarations of Interests in accordance with the Localism Act 2011 and the Code of Conduct for Members adopted by the Town Council.

Members are required to declare the existence and nature of any 'personal or prejudicial' interests relating to items on the Agenda having regard to the Code of Conduct for Members. Members are reminded that they are also required to declare interests as soon as they become aware of an interest throughout the Meeting.

3 MINUTES AND MATTERS ARISING

To confirm the Minutes of the Annual Town Meeting held on Thursday 27 April 2017 and to deal with any matters arising.

4 ANNUAL REPORT

The Town Clerk to present the Annual Report of the Town Council for 2017/2018.

5 ESSEX POLICE – MALDON DISTRICT

To receive a report from Essex Police.

6 MALDON DISTRICT COUNCIL

To receive a report from Ms Fiona Marshall, Chief Executive of Maldon District Council.

7 ESSEX COUNTY COUNCIL

To receive a report from Councillor Ron Pratt, CC, the Town's representative on Essex County Council.

8 REPRESENTATIVES TO EXTERNAL BODIES/ORGANIZATIONS

To receive reports from representatives appointed by the Town Council to external bodies/organizations.

9 RESOLUTIONS

To consider resolutions for which 7 clear days written notice have been given (see Notice 3 over).

10 OFFICIAL ANNOUNCEMENTS.

The Town Mayor to make any appropriate announcements.

11 CLOSURE OF THE MEETING

To close the Meeting at the conclusion of all business.