

**MINUTES OF THE STATUTORY ANNUAL MEETING OF BURNHAM-ON-CROUCH TOWN COUNCIL – WEDNESDAY 9 MAY 2018**

**Present: - Town Mayor, Councillor Bob Calver.**

**Deputy Town Mayor, Councillor Mrs Louise Pudney.**

**Councillors: - Vanessa Bell, Mrs Helen Elliott, Peter Elliott, Ron Pratt C.C. Neil Pudney, Nick Skeens, Mrs Wendy Stamp and Mike Wood.**

**In Attendance: - Town Clerk, Sarah Grimes.**

**1 ELECTION OF TOWN MAYOR**

The Town Mayor called for nominations for the Office of Town Mayor for 2018/2019.

**Councillor Vanessa Bell proposed Councillor Mrs Wendy Stamp and this was seconded by Councillor Nick Skeens.**

There were no other proposals and it was

**RESOLVED: - that COUNCILLOR MRS WENDY STAMP is duly elected as Town Mayor of Burnham-on-Crouch Town Council for 2018/2019.**

**2 DECLARATION OF ACCEPTANCE OF OFFICE OF TOWN MAYOR**

**COUNCILLOR MRS WENDY STAMP read out and signed the Declaration of Acceptance of Office of Town Mayor of Burnham-on-Crouch Town Council for 2018/2019.**

**The Town Clerk countersigned the Declaration.**

Councillor Mrs Stamp thanked Members for voting for her.

**3 APOLOGIES FOR ABSENCE**

There were none.

**4 ELECTION OF DEPUTY TOWN MAYOR**

The Town Mayor called for nominations for the Office of Deputy Town Mayor for 2018/2019: -

**COUNCILLOR MRS LOUISE PUDNEY was PROPOSED by Councillor Neil Pudney and SECONDED by Councillor Peter Elliott.**

**COUNCILLOR NICK SKEENS was PROPOSED by Councillor Vanessa Bell and SECONDED by Councillor Mrs Wendy Stamp.**

*Councillor Mrs Wendy Stamp requested a “recorded” ballot.*

The Town Clerk informed Members that the last proposition is required to be voted on first.

**The recorded ballot then proceeded as follows: -**

**COUNCILLOR NICK SKEENS: -**

**FOR – Cllrs. Vanessa Bell, Nick Skeens and Mrs Wendy Stamp.**

**AGAINST – Cllrs. Bob Calver, Mrs Helen Elliott, Peter Elliott, Ron Pratt C.C., Mrs Louise Pudney, Neil Pudney and Mike Wood.**

**COUNCILLOR MRS LOUISE PUDNEY: -**

**FOR – Cllrs. Bob Calver, Mrs Helen Elliott, Peter Elliott, Ron Pratt C.C., Mrs Louise Pudney, Neil Pudney and Mike Wood.**

**AGAINST – Cllrs. Vanessa Bell and Nick Skeens.**

**ABSTAINED – Councillor Mrs Wendy Stamp**

**RESOLVED: - that COUNCILLOR MRS LOUISE PUDNEY be declared Deputy Town Mayor of Burnham-on-Crouch Town Council for 2018/2019.**

## 5 DECLARATIONS OF INTERESTS

There were none.

## 6 LOCALISM ACT 2011 – DISCLOSABLE PECUNIARY INTERESTS (DPI's)

Members were reminded that at the Statutory Meeting of the Town Council on Wednesday 16 January 2013, the Town Council adopted the recommendations of the Monitoring Officer for the Maldon District in respect of land owned, or property rented, by Members/spouses and the setting of the Annual Precept, by Members who are MDC Council Tax payers, constituting DPI's. As a precautionary measure, until such time as there is a definitive determination of the above DPI issue by Government Regulation,

**THE TOWN COUNCIL IS RECOMMENDED TO RESOLVE AS FOLLOWS: -**

“that the Town Council grant a General Dispensation to all Members, in accordance with the pro-forma report set out in the MDC Monitoring Officer's recommendation dated 7 January 2013, as an integral part of the Town Council's Statutory Annual Meeting in May each year and a similar General Dispensation to all Members as an integral part of the Annual Budget Meeting each year” and it was

**RESOLVED: - accordingly.**

## 7 TOWN MAYOR'S ALLOWANCE

To agree the Town Mayor's allowance for 2018/2019 (LGA 1972, ss15 (5) and 35(5)).

At the Budget Meeting of the Town Council held on 9 January 2018, a budget of £1,000 was recommended and subsequently approved at the Statutory Meeting of the Town Council on 23 January 2018 (Minute 249 refers).

**RESOLVED: - accordingly.**

## 8 APPOINTMENT OF TOWN COUNCIL COMMITTEES

**RESOLVED: - that the Members/persons detailed below are duly appointed to be the Town Council's Representatives: -**

| <b>Committee/Panel/Working Group</b>                     | <b>Membership</b>   |
|--|---|
| <b>PLANNING</b>  | All Members of the Town Council   |
| <b>ENVIRONMENT</b>                                       | <b>RESOLVED: - defer until the next Meeting of the Town Council</b>     |
| <b>EVENTS</b><br>(Burnham Week, Quay Day, Festive Fayre) | Town Mayor, Councillor Neil Pudney, Nick Skeens and the Town Clerk      |
| <b>ASSET MANAGEMENT – see note 1 below</b>               | Town Mayor, Mrs Helen Elliott, Neil Pudney and Mrs Wendy Stamp          |
| <b>APPOINTMENTS – note 2 below</b>                       | Town Mayor, Cllrs. Bob Calver, Mrs Helen Elliott, Ron Pratt & Mike Wood |
| <b>NEIGHBOURHOOD DEVELOPMENT PLAN STRATEGY GROUP</b>     | Town Mayor, Cllr. Peter Elliott, Nick Skeens and the Town Clerk         |
| <b>STANDING ORDER REVIEW GROUP</b>                       | Town Mayor, Cllrs. Peter Elliott, Mrs Louise Pudney and the Town Clerk  |

Note 1 - At the Meeting of the Town Council held on 13 February 2018, Members discussed the implementation of a Finance & Asset Management Committee. It was

**RESOLVED: - that i) draft terms of reference be circulated to all Members and ii) consideration of this Item be deferred to the next Meeting of the Town Council.**

Note 2 - At the Meeting of the Town Council held on 13 February 2018, it was “RESOLVED: - that the Council will consider appointing a staffing committee to replace the Appointments Panel, at its Statutory Annual Council Meeting in May” (Minute 284 refers).

The Town Clerk outlined the reasons for appointing a staffing committee and it was

**RESOLVED: - that i) draft terms of reference be circulated to all Members and ii) consideration of this Item be deferred to the next Meeting of the Town Council.**

9 REPRESENTATIVES ON EXTERNAL ORGANIZATIONS/BODIES

**RESOLVED: - that the Members/persons detailed below are duly appointed to be the Town Council's Representatives: -**

|    | EXTERNAL BODY/ORGANIZATION  | APPOINTEE/S  |
|----|---|--|
| 1  | Village Hall Committee  | Cllr. Mrs Helen Elliott  |
| 2  | Town Twinning   | The Town Mayor   |
| 3  | Essex County Council's Parish Transport Meetings (twice yearly)           | Rev. Paul Haworth (Cllr. Bob Calver to deputise)   |
| 4  | Burnham Allotment & Garden Holders' Association.                          | Cllrs. Peter Elliott and Ron Pratt   |
| 5  | Burnham United Charity  | Cllr. Ron Pratt  |
| 6  | Aylett's Charity  | Cllrs. Mrs Helen Elliott, Mrs Louise Pudney and Mike Wood  |
| 7  | Crouch Harbour Authority (Advisory)                                       | Cllr. Neil Pudney  |
| 8  | Burnham Week Ltd  | Cllr. Bob Calver   |
| 9  | Friends of Hester Place   | Cllr. Vanessa Bell   |
| 10 | Station House Management Committee  | Town Mayor, Cllrs. Peter Elliott, Ron Pratt, plus Mrs Glynnis Dye, AGA, ESSCRP, ECC(Arts) and the Town Clerk |
| 11 | Dengie Hundred Group of Parish Councils                                   | Cllrs. Peter Elliott and Mrs Wendy Stamp   |
| 12 | Railway Bridge Task Force   | Cllr. Mike Wood  |
| 13 | Burnham Institute Trust (Nominative Trustee – 4 year appointment)         | Cllr. Mike Wood  |
| 14 | Tourist & Community Information Centre Liaison Committee                  | Cllrs. Mrs Helen Elliott and Mrs Wendy Stamp   |
| 15 | Burnham Carnival Committee  | Cllr. Ron Pratt  |
| 16 | SURE START  | Cllr. Neil Pudney  |
| 17 | Local Liaison Committee for RSPB Wallasea Island Coastal Wildlife Reserve | Cllr. Peter Elliott  |
| 18 | Burnham-on-Crouch Chamber of Commerce                                     | Cllrs. Mrs Wendy Stamp and Peter Elliott   |
| 19 | NAP   | Cllrs. Vanessa Bell and Nick Skeens  |
| 20 | Burnham in Bloom  | <b>RESOLVED: - defer until the next Meeting of the Town Council</b>  |
| 21 | Friends of Burnham Cemetery Chapel  | Cllr. Ron Pratt  |
| 22 | Dengie Hundred Bus Users' Group   | Rev. Paul Haworth  |
| 23 | Bradwell Local Community Liaison Council                                  | Cllr. Peter Elliott  |
| 24 | Emergency Planning Information (MDC)                                      | Town Mayor, Deputy Town Mayor and the Town Clerk   |
| 25 | Riverside Park Task Force   | Cllrs. Vanessa Bell, Bob Calver and Nick Skeens  |
| 26 | Coastal Community Team  | Cllrs. Nick Skeens and Mrs Wendy Stamp   |
| 27 | BOLD (Burnham's Own Leisure Development)                                  | <b>RESOLVED: - that no appointment be made</b>   |

## 10 APPOINTMENT OF MEMBERS/PERSONS TO INTERNAL OFFICES

**RESOLVED: - that the Members/persons detailed below are duly appointed to be the Town Council's Representatives: -**

| <b>INTERNAL OFFICE</b>                      | <b>APPOINTEE/S</b>  |
|---|---|
| General Purposes Co-ordinator               | Cllr. Peter Elliott   |
| Highways Co-ordinator                       | Cllr. Bob Calver  |
| Footpaths & Rights of Way                   | Cllr. Vanessa Bell  |
| Tree Warden                                 | Mrs Jean Evans (to be confirmed)                                    |
| Transport Representative                    | Rev. Paul Haworth   |
| Conservation Area Inspection Team           | All Town Councillors  |
| Environment Co-ordinator                    | <b>RESOLVED: - defer until the next Meeting of the Town Council</b> |
| Neighbourhood Development Plan Co-ordinator | Cllr. Mrs Wendy Stamp   |
| Website Editor                              | Cllr. Nick Skeens (deputy Cllr. Mrs Wendy Stamp)                    |

## 11 BANKING ARRANGEMENTS

The Town Clerk reported that the banking mandate requires that the Town Mayor is a signatory and that the Town Clerk is a signatory for the purposes of the day to day management of the Council's accounts only and does not sign cheques. It was

**RESOLVED: - that the Town Mayor (WS) and Councillors Bob Calver, Ron Pratt and Neil Pudney and Sarah Grimes, the Town Clerk, be appointed as authorised signatories.**

## 12 APPOINTMENT OF SCHOOL GOVERNORS

Members noted that the Ormiston Rivers Academy has a Governing Body in accordance with the requirements of the Ormiston Trust.

As reported to previous Statutory Annual Meetings, Burnham and St. Mary's Primary Schools have adopted constitutions, under the appropriate legislation, that do not **require** the appointment of a minor Local Authority representative.

## 13 ANNUAL SUBSCRIPTIONS

**RESOLVED: - that the following annual subscriptions be approved: -**

- a) Essex and National Associations of Local Councils,
- b) Society of Local Council Clerks,
- c) Clerks & Councils Direct,
- d) Dengie Hundred Group of Parish Councils,
- e) Rural Community Council of Essex,
- f) Friends of Historic Essex,
- g) Burnham-on-Crouch Chamber of Commerce,
- h) Maldon Community Transport,
- i) Dengie Hundred Bus Users Group.

## 14 DEEDS AND TRUST INSTRUMENTS

**Members noted that the following deeds and trust instruments are available for Councillors' inspection in the Town Clerk's Office: -**

- a) Town Council Offices,
- b) Allotments documents and wayleave consent,
- c) War Memorial,
- d) Lease to the Burnham Allotment & Garden Holders' Association,
- e) Clock Tower and Town Clock,
- f) Documents of Aylett's Charity,
- g) Providence Car Park,
- h) Various open spaces/amenity areas within the Town.

## 15 ATTENDANCE AT MEETINGS - 2017/2018

The attendance records of Members at the official Meetings of the Town Council to which they had been summoned to in 2017/2018 are set out below: -

| <b>Member</b>        | <b>Town Council</b> | <b>Planning Committees</b> | <b>Total Meetings</b> |
|----------------------|---------------------|----------------------------|-----------------------|
|                      | <b>17</b>           | <b>23</b>                  | <b>40</b>             |
| <b>Councillor: -</b> |                     |                            |                       |
| Vanessa Bell         | 14                  | 19                         | 33                    |
| Bob Calver           | 16                  | 22                         | 38                    |
| Mrs Helen Elliott    | 13                  | 15                         | 28                    |
| Peter Elliott        | 11                  | 11                         | 22                    |
| Mrs Una Norman *     | 2                   | 2                          | 4                     |
| Ron Pratt            | 14                  | 18                         | 32                    |
| Mrs Louise Pudney    | 14                  | 10                         | 24                    |
| Neil Pudney          | 15                  | 14                         | 29                    |
| Nick Skeens **       | 14                  | 13                         | 27                    |
| Mrs Wendy Stamp      | 17                  | 22                         | 39                    |
| Mike Wood            | 12                  | 12                         | 24                    |

\* resigned 24.5.17

\*\* elected 20.7.17

Councillor Peter Elliott expressed concern at the number of planning meetings being called and the Town Clerk responded that she would liaise with the Planning Clerk regarding the schedule for 2018/2019.

## 16 CLOSURE OF THE MEETING

Having considered and determined all items of business, the Meeting was closed at 8.09 pm.