



Councillor Wendy Stamp, Town Mayor

Sarah Grimes, Town Clerk

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**ALL COUNCILLORS
BURNHAM-ON-CROUCH TOWN COUNCIL**

8 May 2019

Dear Sir/Madam,

STATUTORY ANNUAL MEETING OF THE TOWN COUNCIL

You are summoned to attend the above **Statutory Annual Meeting** of the Burnham-on-Crouch Town Council to be held in the Council Chamber of these offices on **Wednesday 15 May 2019 at 7.30 pm.**

Yours faithfully,

TOWN CLERK

NOTES:

The Council Chamber has an infra-red loop system. Anyone who requires assistance in hearing the Meeting should ask the Town Clerk who will be pleased to help.

Sound Recording of Meeting

Please note that the Council will be recording all parts of this Meeting held in open session for subsequent publication on the Council's website. Members of the public attending the Meeting with a view to speaking are deemed to be giving permission to be included in the recording.

DECLARATIONS OF ACCEPTANCE OF OFFICE

To confirm that all Town Councillors elected on Thursday 2 May 2019 have signed their Statutory Declaration of Office as a Town Councillor.

AGENDA

- 1 ELECTION OF TOWN MAYOR**
To elect the Town Mayor for 2019/2020.
- 2 DECLARATION OF ACCEPTANCE OF OFFICE**
To receive the Town Mayor's Declaration of Acceptance of Office.
- 3 ELECTION OF DEPUTY TOWN MAYOR**
To elect the Deputy Town Mayor for 2019/2020.
- 4 APOLOGIES FOR ABSENCE**

5 DECLARATIONS OF INTERESTS

All Town Councillors are required to complete their Statutory Declaration 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 should the need arise throughout the Meeting.

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

Members are 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.

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".

7 TOWN MAYOR'S ALLOWANCE

To agree the Town Mayor's allowance for 2019/2020 (LGA 1972, ss15 (5) and 35(5)).

At the Meeting of the Town Council held on 18 December 2018, a budget of £1,000 was recommended and subsequently approved (Minute 520 refers).

8 APPOINTMENT OF TOWN COUNCIL COMMITTEES

The 2018/2019 appointments are set out below: -

Committee/Panel/Working Group	Membership
PLANNING	All Members of the Town Council
EVENTS (Burnham Week, Quay Day, Festive Fayre)	Town Mayor, Councillor Neil Pudney, Nick Skeens and the Town Clerk
ASSET MANAGEMENT	Town Mayor, Mrs Helen Elliott, Neil Pudney and Mrs Wendy Stamp
APPOINTMENTS	DELETE
STAFFING COMMITTEE	Town Mayor, Councillors Vanessa Bell, Peter Elliott, Ron Pratt and Nick Skeens
NEIGHBOURHOOD DEVELOPMENT PLAN STRATEGY GROUP	Town Mayor, Cllr. Peter Elliott, Nick Skeens and the Town Clerk
STANDING ORDER REVIEW GROUP	Town Mayor, Cllrs. Peter Elliott, Mrs Louise Pudney and the Town Clerk

Members are requested to consider and determine the above.

9 REPRESENTATIVES ON EXTERNAL ORGANIZATIONS/BODIES

To appoint Members to represent the Town Council on external organizations/bodies. For Members information the representatives for 2018/2019 are given below: -

	EXTERNAL BODY/ORGANIZATION	APPOINTEE/S
1	Village Hall Committee	Cllr. Mrs Helen Elliott
2	Town Twinning	The Town Mayor (no committee)
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 Charities	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	DELETE - disbanded
10	Station House Management Committee	Town Mayor, Cllrs. Peter Elliott, Ron Pratt, AGA, ESSCRP, ECC(Arts) and Town Clerk
11	Dengie Hundred Group of Parish Councils	Cllrs. Peter Elliott and Mrs Wendy Stamp
12	Railway Bridge Task Force	DELETE - disbanded
13	Burnham Institute Trust	DELETE - has not met
14	Tourist & Community Information Centre Liaison Committee	Cllrs. Mrs Helen Elliott and Mrs Wendy Stamp
15	Burnham Carnival Committee	Cllr. Ron Pratt
16	Essex Child and Family Wellbeing Service	Cllr. Neil Pudney
17	Local Liaison Committee for RSPB Wallasea Island Coastal Wildlife Reserve	DELETE - project completed Cllr. Peter Elliott
18	Burnham-on-Crouch Chamber of Commerce	Cllrs. Mrs Wendy Stamp and Peter Elliott
19	Community Action Panel (CAP)	Cllrs. Vanessa Bell and Nick Skeens
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 Mayor and Town Clerk
25	Riverside Park Task Force	DELETE – has not met Cllrs. Vanessa Bell, Bob Calver, Nick Skeens
26	Coastal Community Team	Cllrs. Nick Skeens and Mrs Wendy Stamp
27	Burnham Patients' Participation Group	NEW APPOINTMENT
28	Burnham Green Spaces Group	NEW APPOINTMENT

10 APPOINTMENT OF MEMBERS/PERSONS TO INTERNAL OFFICES

To appoint Members/Residents to the Town Council's Internal Offices. For Members information the appointees for 2018/2019 are given below: -

INTERNAL OFFICE	APPOINTEE/S
General Purposes Co-ordinator	Cllr. Peter Elliott
Highways Co-ordinator	Cllr. Bob Calver
Footpaths & Rights of Way	Cllr. Vanessa Bell
Tree Warden	???
Transport Representative	Rev. Paul Haworth
Conservation Area Inspection Team	All Town Councillors
Environment Co-ordinator	Cllr. Vanessa Bell
Neighbourhood Development Plan Co-ordinator	Cllr. Mrs Wendy Stamp
Website Editor	Cllr. Nick Skeens (deputy Cllr. Mrs Wendy Stamp)

11 BANKING ARRANGEMENTS

The Town Council currently banks with Barclays and its accounts are held at the Burnham branch.

The Town Council's current cheque signatories are Councillor Mrs Wendy Stamp (as Town Mayor), Councillors Bob Calver, Ron Pratt and Neil Pudney, and the Town Clerk.

The banking mandate requires that the Town Mayor is a signatory.

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.

Members are requested to nominate five authorised signatories to comply with the Town Council's banking Mandate. In addition to the Town Mayor, Members are recommended to nominate three Town Councillors and the Town Clerk to be authorised signatories for the purpose of managing the accounts.

12 APPOINTMENT OF SCHOOL GOVERNORS

The Ormiston Rivers Academy now 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

To approve payment of annual subscriptions for the following: -

- 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

The following deeds and trust instruments, in the custody of the Town Council, are available for Members to inspect 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 - 2018/2019

The attendance records of Members at the official meetings of the Town Council to which they had been summoned to in 2018/2019 are set out below:

Member	Town Council	Planning Committees	Total Meetings
	14	22	36
Councillor: -			
Vanessa Bell	14	17	31
Bob Calver	12	17	29
Mrs Helen Elliott	8	5	13
Peter Elliott	9	6	15
Ron Pratt C.C.	13	21	34
Mrs Louise Pudney	6	6	12
Neil Pudney	10	13	23
Nick Skeens	11	17	28
Mrs Wendy Stamp	13	20	33
Mike Wood	10	11	21

16 CO-OPTION OF COUNCILLORS

Members are requested to agree a co-option policy to fill the two vacancies in the north ward of the Town, following Parish/District Council Elections on Thursday 2 May 2019.

17 CLOSURE OF THE MEETING

To close the Meeting having considered and determined all items of business.