



**Councillor Mrs Wendy Stamp  
Town Mayor**

**Sarah Grimes, Town Clerk  
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**Council Offices  
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13 November 2019

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

Dear Sir/Madam,

### **TOWN COUNCIL MEETING**

You are summoned to attend a **Meeting of the Burnham-on-Crouch Town Council**, to be held in the Council Chamber of these Offices on **Tuesday 19 November 2019 at 7.30 pm.**

Members of the Public and Press are welcome to attend.

Yours faithfully,

*SJ Grimes*

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 any part 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.

## **THIS MEETING TAKES PLACE DURING THE PURDAH PERIOD PRIOR TO THE GENERAL ELECTION ON THURSDAY 12 DECEMBER 2019**

### **AGENDA**

#### **1 APOLOGIES FOR ABSENCE**

To receive apologies for absence.

#### **2 DECLARATIONS OF INTERESTS**

**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 should the need arise throughout the Meeting.

#### **3 TOWN MAYOR'S ANNOUNCEMENTS**

#### **4 MINUTES**

To confirm and sign the Minutes of the Statutory Meeting of the Town Council held on Tuesday 15 October 2019 and the Budget Meeting held on Tuesday 29 October 2019.

#### **5 PLANNING COMMITTEE MINUTES**

To receive and sign the confirmed Minutes of the Planning Meetings held on Tuesdays 15 October and 5 November 2019.

#### **6 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA**

To receive questions from the public and press (ten minutes allowed).

#### **7 TOWN CLERK'S REPORT**

To receive the Town Clerk's Report and pass any Resolutions and Orders as necessary.

#### **8 DIARY DATES**

Members to note (see separate sheet).

#### **9 CO-ORDINATORS' REPORTS**

- General Purposes – Councillor Mrs Wendy Stamp
- Highways – Councillor Bob Calver
- Website – Councillor Nick Skeens

#### **10 ENVIRONMENT COMMITTEE**

- To receive the confirmed Minutes of the Meeting held on Thursday 10 October 2019.
- To receive a report from the Meeting held on Monday 18 November 2019 and to discuss matters arising from that Meeting.
- To amend the Terms of Reference for the Committee.

#### **11 DISTRICT COUNCILLORS' REPORTS**

To receive reports from District Councillors.

#### **12 TOWN COUNCIL REPRESENTATIVES' REPORTS**

To receive reports from representatives to outside bodies.

#### **13 ACCOUNTS AND TRANSFER OF FUNDS**

- To approve the payment of Accounts for November 2019 and to agree a transfer of funds to meet the Town Council's financial requirements,
- To receive the comparison of actual to budgeted payments and receipts to November 2019, and
- To receive the bank reconciliation.

#### **14 GRANTS AND DONATIONS**

**The remaining budget for 2019/2020 is £2,450.**

A request has been received from the Chairman of the Burnham-on-Crouch Carnival Committee for a donation towards the Christmas Fayre. Funds are needed for entertainment, sweets for the children, a marquee and lighting.

#### **15 TOWN COUNCIL SURGERIES**

Saturday 14 December 2019

**Members are requested to appoint a councillor(s) to attend the above surgery.**

#### **16 PROJECTED OUTTURN 2019/20**

Further to Minute 147 of the Budget Meeting held on Tuesday 29 October 2019, to receive the RFOs Report on actual and projected income and expenditure for 2019/20.

**17 ORIGINAL BUDGET 2020/21**

Further to Minute 148 of the Budget Meeting held on Tuesday 29 October 2019,  
**Members are requested to recommend a Budget for 2020/21 to reflect the Town Council's commitments and spending plans.**

**18 TOWN COUNCIL PRECEPT FOR 2020/21**

Further to Minute 149 of the Budget Meeting held on Tuesday 29 October 2019,  
**Members are requested to determine a Precept for 2020/21.**

**19 TOURIST INFORMATION CENTRE**

- i) To discuss the business plan drafted by Councillor Fiona Clegg, prior to submission to Maldon District Council,
- ii) All Members have received a copy of the quotation for the mobile TIC.

**Members are requested to consider and determine the above.**

**20 HAUL ROAD**

To receive a report from the Working Group.

**21 ALLOTMENTS IN ARCADIA ROAD**

To receive a report from the Town Mayor.

**22 PEABODY SERVICE**

A request has been made by the Team Manager, Essex Outreach Services, to run a drop-in service at the Station House, on alternate Mondays, providing housing related advice. The Town Mayor will report further at the Meeting.

**23 STAFFING COMMITTEE**

To consider the draft Terms of Reference for the above.

**24 PUBLIC FORUM**

To receive questions from the public and press and to respond accordingly wherever practicable, failing which an answer will be communicated to the questioner as soon as possible following the Meeting (ten minutes allowed).

**25 DATE OF NEXT MEETING**

Members to note the following:  
Town Council Meeting – Tuesday 10 December 2019 at 7.30 pm.

**26 EXCLUSION OF THE PUBLIC AND PRESS**

Councillors to Resolve that by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**27 i) ALLOTMENTS IN ARCADIA ROAD**

To receive a report from the Town Mayor.

**ii) STAFF MATTERS**

To receive the Annual Report from the Town Clerk on National Conditions of Service, Salary Scales and Allowances.

**28 CLOSURE OF THE MEETING**

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