



**Councillor Mrs Wendy Stamp
Town Mayor**

**Sarah Grimes, Town Clerk
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**Council Offices
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BURNHAM-ON-CROUCH
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4 December 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 10 December 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 Meeting of the Town Council held on Tuesday 19 November and the Extraordinary Meeting held on Tuesday 26 November 2019.

5 PLANNING COMMITTEE MINUTES

To receive and sign the confirmed Minutes of the Planning Meeting held on Tuesday 19 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 a report from the Chairman of the above.

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 December 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 December 2019, and
- To receive the bank reconciliation.

14 GRANTS AND DONATIONS

The remaining budget for 2019/2020 is £1,950.

No requests have been received for this Meeting.

15 TOWN COUNCIL SURGERIES

Saturday 11 January 2020

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

16 PROJECTED OUTTURN 2019/20

Further to Minute 171 of the Meeting held on Tuesday 19 November 2019, to receive the RFOs Report on actual and projected income and expenditure for 2019/20.

17 ORIGINAL BUDGET 2020/21

Further to Minute 172 of the Meeting held on Tuesday 19 November 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 173 of the Meeting held on Tuesday 19 November 2019,
Members are requested to determine a Precept for 2020/21.

19 BURNHAM OBSERVATORY PROPOSAL

To receive a report from Councillor Nick Skeens on progress with the above.

20 THE HAUL ROAD

To receive a report from the Working Group.

21 ALLOTMENTS IN ARCADIA ROAD

To receive a report from the Town Mayor.

22 QUAY DAY

- i) To receive a report from Councillor Clegg.
- ii) To receive the final Quay Day accounts.

23 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).

24 DATE OF NEXT MEETING

Members to note the following:
Statutory Town Council Meeting – Tuesday 14 January 2020 at 7.30 pm.

25 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.

26 ALLOTMENTS IN ARCADIA ROAD

To receive a report from the Town Mayor.

27 CLOSURE OF THE MEETING

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