



**Councillor Mrs Wendy Stamp
Town Mayor**

**Sarah Grimes, Town Clerk
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**Council Offices
Chapel Road
BURNHAM-ON-CROUCH
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12 February 2020

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 18 February 2020 at 7.30 pm.**

Members of the public and press are welcome to attend the Meeting. Any person who may find difficulty in access to the Meeting through disability is asked to advise the Town Clerk (contact details above) at least twenty-four hours before the Meeting so that every effort may be made to facilitate access. The Council Chamber has the benefit of an infra-red loop system.

Yours faithfully,

SJ Grimes

TOWN CLERK

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.

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 14 January 2020.

5 PLANNING COMMITTEE MINUTES

To receive and sign the confirmed Minutes of the Planning Meetings held on Monday 20 January and Tuesday 4 February 2020.

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

To receive Co-ordinators' Reports and pass any Resolutions as necessary.

- General Purposes – Councillor Wendy Stamp.
- Highways – Councillor Bob Calver
- Conservation Area – Councillor Fiona Clegg
- Website – Councillor Nick Skeens

10 ENVIRONMENT COMMITTEE

- i) To receive the confirmed Minutes of the Meeting held on Thursday 9 January 2020.
- ii) To receive a report on the Meeting held on Friday 14 February 2020 and pass any Resolutions as necessary.

11 DISTRICT COUNCILLORS' REPORTS

To receive reports from District Councillors.

12 TOWN COUNCIL REPRESENTATIVES' REPORTS

- i) To receive reports from representatives to outside bodies,
- ii) To appoint a temporary substitute representative to the Village Hall Committee.

13 ACCOUNTS AND TRANSFER OF FUNDS

- a) To approve the payment of Accounts for February 2020 and to agree a transfer of funds to meet the Town Council's financial requirements,
- b) To receive the comparison of actual to budgeted payments and receipts to February 2020, and
- c) To receive the bank reconciliation.

14 GRANTS AND DONATIONS

The remaining budget for 2019/2020 is £1,860.

All Members have received a copy of the letter from the Art Trail Co-ordinators requesting a donation of £1,000 towards the cost of running the Art Trail.

Members are requested to consider and determine the above.

15 TOWN COUNCIL SURGERIES

i) Saturday 14 March 2020

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

ii) To receive a proposal from the Town Mayor for quarterly 'Coffee with Councillors', due to a lack of public attendance at monthly Town Council Surgeries, the coffee mornings to have a minimum of three Councillors in attendance and take place at different venues.

Members are requested to consider and determine the above.

16 ALLOTMENTS IN ARCADIA ROAD

To receive an update from the Town Mayor.

17 PARKING AND YOUTH CLUB PROVISION

Further to Minute 222 of the Meeting held on Tuesday 14 January 2020, District Councillor Anne Hull will be invited to speak on the above (five minutes allowed).

18 COMMUNITY ACTION PANEL

Members are requested to discuss the future of the above group and the role the Town Council will take in it.

19 VE DAY ANNIVERSARY

To receive a report from the Town Clerk and a proposal from Councillor Clegg in respect of the above.

20 TOURIST INFORMATION CENTRE

To receive an update on progress with the above.

21 QUAY DAY

To receive a report from Councillor Clegg on arrangements for the above.

22 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).

23 DATE OF NEXT MEETING

Members to note the following:

Town Council Meeting – Tuesday 17 March 2020 at 7.30 pm.

24 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.

25 ALLOTMENTS IN ARCADIA ROAD

To receive a report from the Town Mayor.

26 STATION HOUSE

To receive a report from the Town Mayor on legal advice received in respect of the above.

27 CLOSURE OF THE MEETING

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