



**Councillor Mrs Wendy Stamp
Town Mayor**

**Sarah Grimes, Town Clerk
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**Council Offices
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16 March 2020

ALL COUNCILLORS BURNHAM-ON-CROUCH TOWN COUNCIL

Dear Sir/Madam,

EXTRAORDINARY TOWN COUNCIL MEETING

You are summoned to attend an **Extraordinary Meeting of the Burnham-on-Crouch Town Council**, to be held in the Council Chamber of these Offices on **Friday 20 March 2020 at 10am.**

Members of the public and press are welcome to attend the Meeting. However,

PLEASE DO NOT ATTEND THIS MEETING IF YOU HAVE ANY SYMPTOMS SUCH AS A COLD, PERSISTENT COUGH OR FEVER, OR HAVE RECENTLY RETURNED TO THE UK FROM ABROAD.

Yours faithfully,

SJ Grimes

TOWN MAYOR

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 CORONAVIRUS (Covid-19)

All Members have received a copy of the Town Clerk's report on the above, following the latest information from NALC and the SLCC.

Members are requested to consider and determine the following:

- a) The delegation of Council decisions to the Clerk, to act in the absence of Town Council, Committee and Sub-Committee Meetings, in conjunction with the Town Mayor, Deputy Town Mayor, General Purposes Co-ordinator and such other Town Councillors as may be necessary, in all matters except those specifically reserved by Statute for determination by the Town Council, during any period of restricted activity declared by the Government in respect of the Covid-19 virus; such delegation to enable the Council to fulfil its responsibilities to its residents.
- b) That the Town Council agrees to conduct **urgent** items of business by email during any period of restricted activity declared by the Government.
- c) The temporary closure of the Town Council Offices.

4 CLOSURE OF THE MEETING

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