



**Councillor Mrs Wendy Stamp  
Town Mayor**

**Sarah Grimes, Town Clerk  
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15 July 2020

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

Dear Sir/Madam,

**STATUTORY TOWN COUNCIL MEETING**

You are summoned to attend a **Statutory Meeting of the Burnham-on-Crouch Town Council**, to be held remotely\* (on Microsoft teams) on **Thursday 23 July 2020 at 7.30 pm.**

**\* The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020**, enable meetings to be held remotely, and allow local authorities to hold and alter the frequency and occurrence of meetings without the need for further notice. The changes in legislation have been made in order to help smaller authorities in the performance of their duties as a result of the restrictions of movement and limitations on social contact necessary to limit the spread of the Covid-19 virus.

Members of the Public and Press are welcome to attend the Meeting. Anyone so wishing must provide their email address to the Town Clerk at [office@burnhamtowncouncil.com](mailto:office@burnhamtowncouncil.com) or by telephone on 01621 783 426, by 9.30 am on Wednesday 22 July 2020 at the latest. A link to join the Meeting will be sent to them. Personal data will be processed in accordance with Article 6 of the General Data Protection Regulation 2018 (GDPR).

Yours faithfully,

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.

**The Town Mayor will explain the procedures for speaking and voting at the Meeting.**

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

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

### 5 INTERNAL CONTROLS

All Members have received a copy of the updated statement of internal controls drafted by the Town Clerk.

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

### 6 RISK MANAGEMENT SCHEME

All Members have received a copy of the risk management scheme, drafted by the Town Clerk.

**Members are requested to consider, amend (if necessary) and adopt the above.**

### 7 ASSET REGISTER

A local authority should maintain a primary document as part of a system of financial control of its assets. All Members have received a copy of the Town Clerk's report regarding the above. Members are recommended to appoint a professional valuer to value the town council's assets for the purposes of risk management and insurance.

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

### 8 ANNUAL GOVERNANCE STATEMENT, ACCOUNTING STATEMENTS AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2019/20

All Members have received a copy of the Town Clerk's reports on:

- i) the annual audit processes (including changes under **The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020** (effective 30.4.20)) and,
- ii) Risk management and internal control.

In accordance with proper practices:

- a) Members to note the annual internal audit report for 2019/20.
- b) Members to consider the Annual Governance Statement (review of the effectiveness of the system of internal control) and approve, by Resolution, section 1: the Annual Governance Statement, of the Annual Governance and Accountability Return for 2019/20.

*The Chairman and the Clerk of the Meeting will sign the Annual Governance Statement.*

**8 ANNUAL GOVERNANCE STATEMENT, ACCOUNTING STATEMENTS AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2019/20 (continued)**

- c) Members to consider and approve, by Resolution, section 2: Accounting Statements, of the Annual Governance and Accountability Return for 2019/20.  
*The Chairman of the Meeting will sign the Accounting Statements.*
- d) Members to note that arrangements will be made for the publication of information required by Regulation 15 (2) of the Accounts and Audit Regulations 2015, including the period for the exercise of public rights. Note: Statutory audit deadlines for 2019-20 for Category 2 smaller authorities, including town and parish councils, have been extended under **The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020** (effective 30.4.20)).

**9 CASUAL VACANCY IN THE NORTH WARD OF THE TOWN**

The Town Clerk will report on the casual vacancy in the north ward of the town, following the resignation of Councillor Mrs Helen Elliott.

**10 GRASS CUTTING & GROUND MAINTENANCE CONTRACT**

Members are requested to approve an extension to the current contract until 31 March 2021, in the sum of £6,124 (plus VAT).

**11 COUNCIL CHAMBER ROOF**

All Members have received a copy of the condition report and quotation for works in respect of the above.

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

**12 CLOSURE OF THE MEETING**

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