

**MINUTES OF THE STATUTORY MEETING OF THE BURNHAM-ON-CROUCH TOWN COUNCIL HELD ON THURSDAY 23 JULY 2020 AT 7.30 pm. THIS MEETING WAS HELD ‘REMOTELY’ IN ACCORDANCE WITH THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020.**

**Present: - Town Mayor, Councillor Wendy Stamp.**

**Councillors: – Vanessa Bell, Bob Calver, Fiona Clegg, Jennifer Donnelly, Jane English, Ron Pratt C.C. and Nick Skeens.**

**In Attendance: - Town Clerk, Sarah Grimes**

The Town Mayor explained the procedures for speaking and voting at the meeting. A roll-call of Members was taken.

**274 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Neil Pudney.

**275 DECLARATIONS OF INTEREST**

There were none.

**276 TOWN MAYOR’S ANNOUNCEMENTS**

Councillor Wendy Stamp, the Town Mayor, reported that she had spoken at a ‘remote’ meeting of the Rotary Club, which had been very enjoyable.

**277 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA**

Sarah Grimes, the Town Clerk, reported that a member of the public had requested copies of supporting documentation relating to agenda items within the open session of the meeting. The Clerk confirmed that documentation for future remote meetings would be available via the Council’s website.

**278 INTERNAL CONTROLS**

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

**RESOLVED: - that the updated statement of internal controls be approved and adopted.**

**279 RISK MANAGEMENT SCHEME**

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

**RESOLVED: - that the risk management scheme be approved and adopted.**

**280 ASSET REGISTER**

All Members had received a copy of the Town Clerk’s report regarding the above. Members were recommended to appoint a professional valuer to value the Town Council’s assets for the purposes of risk management and insurance.

Councillor Wendy Stamp, the Town Mayor, reported that she had contacted, on recommendation from MDC, an asset valuer to undertake the valuations at an estimated cost of £2,900 - £3,100.

**280 ASSET REGISTER (continued)**

A recorded vote was requested.

FOR: Councillors Vanessa Bell, Bob Calver, Fiona Clegg, Jennifer Donnelly, Jane English, Ron Pratt C.C., Nick Skeens and Wendy Stamp.

AGAINST: none

ABSTAIN: none

It was

**RESOLVED: - that the asset valuer be appointed, at a cost of £2,900 - £3,100.**

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

All Members had 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.

**RESOLVED: - These were noted.**

In accordance with proper practices:

- a) Members noted the annual internal audit report for 2019/20.
- b) Members considered section 1: the Annual Governance Statement (review of the effectiveness of the system of internal control) of the Annual Governance and Accountability Return for 2019/20 and it was  
**RESOLVED: - that section 1: the Annual Governance Statement, of the Annual Governance and Accountability Return for 2019/20, be approved and signed.**
- c) Members considered section 2: the Accounting Statements, of the Annual Governance and Accountability Return for 2019/20 and it was  
**RESOLVED: - that section 2: Accounting Statements, of the Annual Governance and Accountability Return for 2019/20, be approved and signed.**
- d) Members noted that arrangements would 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. Noted: 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)).

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

The Town Clerk reported that no poll (by-election) requests had been received by Maldon District Council in respect of the casual vacancy in the north ward of the town following the resignation of Councillor Mrs Helen Elliott. The Mayor and Clerk confirmed that an amendment to the Council's co-option policy is required as Council cannot go into private session to discuss the merits of candidates at the co-option meeting.

It was

**RESOLVED: - that i) the Town Council co-opt to fill the vacant seat in the north ward of the town and ii) the notice of co-option be published for a period of twenty-eight days and iii) the co-option policy be amended.**

**283 GRASS CUTTING & GROUND MAINTENANCE CONTRACT**

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

**RESOLVED: - that an extension to the current contract until 31 March 2021, in the sum of £6,124 (plus VAT), be approved.**

**284 COUNCIL CHAMBER ROOF**

All Members had received a copy of the condition report and quotation in the sum of £1,598 (plus VAT) for works in respect of the above. It was

**RESOLVED: - that the quotation in the sum of £1,598 (plus VAT), be accepted.**

**285 CLOSURE OF THE MEETING**

Having considered and determined all items of business, the Meeting was closed at 7.58 pm.

Chairman .....

Date 8 September 2020