



**Councillor Ron Pratt  
Town Mayor**

**Sarah Grimes, Town Clerk  
Telephone: 01621 783 426  
email office@burnhamtowncouncil.com**

**Council Offices  
Chapel Road  
BURNHAM-ON-CROUCH  
Essex  
CM0 8JA**

**MINUTES OF THE EXTRAORDINARY MEETING OF THE BURNHAM-ON-CROUCH TOWN COUNCIL HELD ON WEDNESDAY 4<sup>th</sup>. NOVEMBER 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**, 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.

Present: Councillor Ron Pratt CC (Town Mayor),  
Councillors: Vanessa Bell (Deputy Mayor), Bob Calver, Mary-Ann Munford and Wendy Stamp  
Also in Attendance: Planning Clerk/RFO Kevin B. Money.

Due to an Administration error in the Agenda. The Public Forum item below was omitted from the published Agenda. To allow residents to speak at this meeting it has been decided by the Town Mayor and Planning Clerk to insert this item below

**363 APOLOGIES FOR ABSENCE** were received from Cllr N. Pudney

#### **364 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.

**None Declared**

#### **365 PUBLIC FORUM**

A resident asked about the re-opening of the Station House.  
As the only remaining member of the Station House can this be re-opened.

#### **366 STAFF MATTERS**

a) To agree to appoint a Temporary Town Clerk  
Cllr W. Stamp insisted that this item should be under closed business. This should be discussed under item 370

Cllr Calver proposed to appoint a Temporary Town Clerk. Cllr Bell seconded. For4 Ab1

**RESOLVED: To adjourn further discussion on this item to item 370. All Agreed**

b) To agree extra overtime  
**RESOLVED: To adjourn this item and discuss it under item 370. All Agreed**

**367 STATION HOUSE**

To discuss any amendments to the closing/opening of the Station House  
Councillors discussed this item in detail. The previous Risk Assessment should still be in force.  
There is another tenant who could have access to the premises.  
Cllr W. Stamp proposed to bring in the previous Risk Assessment company to undertake a new Risk Assessment.

**RESOLVED: Cllr W. Stamp proposed that BTC look at the earliest opportunity to re-open the Station House being practicable within the legislation  
Seconded by Cllr V. Bell. All Agreed**

**Cllr Munford ask for an amendment to be inserted into the proposal. To read that CAB also return to the Station House at the earliest convenience. There was no seconder to this amendment.**

**368 USING ZOOM**

To discuss the use of Zoom as a remote meeting tool for future Planning and Town Council meetings

**RESOLVED: Cllr R. Pratt proposed that BTC uses Zoom for all future meetings. Cllr V. Bell seconded. All Agreed**

Due to Government changes regarding the Remembrance Service. Cllr R. Pratt had previously circulated the guidelines. The RBL with the Town Mayor and 3 other people to hold a 2-minute silence on 11<sup>th</sup>. November 2020 at 11am.

Cllr W. Stamp asked if a Full Risk Assessment has been carried out. If it has not, then she does not agree to this service taking place.

Cllr V. Bell asked if the RBL Risk Assessment can be adopted. Cllr B. Calver seconded. All Agreed

Cllr R. Pratt proposed and Cllr V. Bell seconded that providing the Risk Assessment is carried out by the RBL and is satisfactory then BTC gives the authorisation to proceed with the service. All Agreed

**369 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. All Agreed

Cllr W. Stamp proposed Cllr Calver seconded. All Agreed

**370 TO DISCUSS PAY SCALE AND BUDGET OVERTIME COSTS**

Members agreed the pay scale point for the temporary Town Clerk and to authorise overtime where justified.

The RFO would be asked to prepare a budget monthly cost for the additional staff.

**371 CLOSURE OF THE MEETING**

To close the Meeting having considered and determined all items of business.  
The Town Mayor closed the meeting at 8.30pm

Chairman .....

Date .....