



**Councillor Ron Pratt
Town Mayor**

**Sarah Grimes, Town Clerk
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**Council Offices
Chapel Road
BURNHAM-ON-CROUCH
Essex
CM0 8JA**

25th November 2020

BURNHAM-ON-CROUCH TOWN COUNCIL

Dear Sir/Madam,

COUNCIL MEETING

You are summoned to attend a Council Meeting of the Burnham-on-Crouch Town Council to be held remotely ***VIA ZOOM on Tuesday 1st December 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 Temporary Town Clerk at btctempclerk20@gmail.com by 5.00 pm on Monday 30th, November 2020. 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).

Supporting documentation for Agenda Items held in the public session of this Meeting will be available via the Council's website.

Yours faithfully,

John Watson
Temporary 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 Chair of the Meeting will explain the procedures for speaking and voting at the Meeting.

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.

To receive the Town Mayor's announcements.

4 MINUTES.

To confirm and sign the Minutes of the Meeting of the Town Council held on Tuesday 13th. October 2020 and the Extraordinary Meetings held on 4th and 17th November 2020.

5 PLANNING COMMITTEE MINUTES.

To receive and sign the confirmed Minutes of the Planning Meetings held on Tuesdays 13th October 2020, 27th October 2020, 10th November 2020 and 24th November 2020.

6 STAFFING COMMITTEE.

To note the Draft Minutes of the Staffing Committee Meetings held on 9th, 26th and 30th October 2020 and on 27th November 2020.

7 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA.

To receive written questions by email from the public and press (in accordance with Minute 292 of the Extraordinary Meeting of the Town Council held on Friday 24 July 2020).

8 TOWN CLERK'S REPORT.

To receive the Clerk's Report and pass any Resolutions and Orders as necessary.

- a) Community Engagement Parish Council Survey
- b) Public Consultation & Public Sector Survey
- c) Essex County Council (ECC) Locality Fund 2020/21
- d) Calendar of Meetings
- e) House Style

9 CO-ORDINATORS' REPORTS.

To receive co-ordinators' reports:

- General Purposes – Councillor Wendy Stamp
- Highways – Councillor Bob Calver
- Website – see agenda item **16**
- Environment report – Councillor Vanessa Bell

Members are requested to pass any Resolutions as necessary.

- 10 DISTRICT COUNCILLORS' REPORTS.**
To receive District Councillors' reports.
- 11 TOWN COUNCIL REPRESENTATIVES' REPORTS.**
To receive representatives' reports.
Wellbeing Webinar Seminar – Councillor M. Munford
- 12 ACCOUNTS AND TRANSFER OF FUNDS.**
- a) To approve the payment of Accounts for October 2020 and to agree a transfer of funds to meet the Town Council's financial requirements,
 - b) To approve the payment of Accounts for November 2020 and to agree a transfer of funds to meet the Town Council's financial requirements,
 - c) To receive the comparison of actual to budgeted payments and receipts to October 2020,
 - d) To receive the bank reconciliations.
- 13 GRANTS AND DONATIONS.**
No requests have been received for this Meeting.
- 14 ALLOTMENTS.**
To receive an update and progress from Councillor Wendy Stamp.
- 15 STATION HOUSE.**
To receive a report from Councillor Wendy Stamp.
- 16 WEBSITE – Members are requested to:**
To receive a proposal on the future of the BTC website from the Deputy Mayor.
- 17 CASUAL VACANCIES IN THE NORTH AND SOUTH WARDS OF THE TOWN.**
- a) North Ward. To note that a ballot has been called in the North Ward and no action can be taken on this matter until an election can be held.
 - b) South Ward. To note that no ballot has been called in the South Ward and to instruct the Clerk to begin the co-option process.
- 18 TO RECEIVE AND DISCUSS A COMPLAINT RECEIVED FROM A RESIDENT REGARDING STATION HOUSE CLOSURE.**
- 19 TO AGREE A DATE IN DECEMBER FOR DISCUSSION OF THE BUDGET FOR THE FORTHCOMING YEAR.**
- 20 DATES OF NEXT MEETINGS.**
- 2021 meeting dates (subject to change)**
19th January 2021
16th February 2021
16th March 2021
20th April 2021
18th May 2021

21 PUBLIC PARTICIPATION.

To receive verbal representations from Members of the Public.

22. 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.

23 ALLOTMENTS.

To discuss any amendments to the new lease.

24 STAFF MATTERS.

To confirm details of the appointment of Mr John Watson as Temporary Town Clerk.

25 CLOSURE OF THE MEETING.

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