



**Councillor Ron Pratt
Town Mayor**

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**Council Offices
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12th November 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 remotely ***VIA ZOOM on Tuesday 17th. November 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 Planning Clerk at planning@burnhamtowncouncil.com by 9.30am on Monday 16th. November 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).

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

Yours faithfully,

Ron Pratt
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.

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 TO APPOINT A TEMPORARY TOWN CLERK FOR BURNHAM ON CROUCH TOWN COUNCIL WITH IMMEDIATE EFFECT, THE TERMS TO BE AGREED BY THE STAFFING COMMITTEE

4 TO AGREE THE DATE OF THE NEXT MEETING AS BEING 1ST DECEMBER 2020

5 CLOSURE OF THE MEETING

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