



**Councillor Ron Pratt  
Town Mayor**

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

21st December 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 5th January 2021 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](mailto:btctempclerk20@gmail.com) by 5.00 pm on Monday 4<sup>th</sup> January 2021. 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 15th December 2020.

**5 PLANNING COMMITTEE MINUTES.**

To receive and sign the confirmed Minutes of the Planning Meeting held on Tuesday 15th December 2020

**6 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).

**7 ACCOUNTS AND TRANSFER OF FUNDS**

- a. To approve the payment of Accounts for December 2020 and to agree a transfer of funds to meet the Town Council's financial requirements.

**8 CLOSURE OF THE MEETING.**

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