



**Councillor Ron Pratt
Town Mayor**

**Sarah Grimes, Town Clerk
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**Council Offices
Chapel Road
BURNHAM-ON-CROUCH
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BURNHAM-ON-CROUCH TOWN COUNCIL

13th January 2021

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 **19th 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 by 5.00 pm on Monday 18th 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 5th January 2010 (*minutes to be circulated*)

5 PLANNING COMMITTEE MINUTES.

To receive and sign the confirmed Minutes of the Planning Meetings held on Tuesday 5th January 2021 (*minutes to be circulated*)

6 STAFFING COMMITTEE.

To note the Draft Minutes of the Staffing Committee Meetings held on 18th January 2021 (*draft minutes to be circulated*).

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 Temporary Town Clerk's Report and pass any Resolutions and Orders as necessary.

9 CO-ORDINATORS' REPORTS.

To receive co-ordinators' reports:

- a. General Purposes – Councillor Wendy Stamp
- b. Highways – Councillor Bob Calver
- c. 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 as appropriate

12 ACCOUNTS AND TRANSFER OF FUNDS.

- a. To approve the payment of Accounts for January 2021 and to agree a transfer of funds to meet the Town Council's financial requirements
- b. To approve the transfer of £39,000 from Unity Trust Bank Current account to Unity Trust Bank Reserve account
- c. To receive the comparison of actual to budgeted payments and receipts to December 2020.
- d. To receive the bank reconciliations.

13 GRANTS AND DONATIONS.

To consider any requests.

14 ALLOTMENTS.

To receive an update from the Temporary Town Clerk

15 WEBSITE

To discuss the future of the "Burnham Info" website and to agree the action to be taken.

16 CASUAL VACANCIES IN THE SOUTH WARD OF THE TOWN.

To receive a verbal report from the Temporary Town Clerk

17 TOURIST INFORMATION CENTRE

To consider the decisions to be made regarding the "Tourist Information Hut" and to agree the action to be taken.

18 EALC MICRO GRANT

To consider the request from EALC that the micro grant of £500 which had not been utilised by the Town Council be returned.

20 INVESTMENT POLICY

To agree the Town Council's Investment Policy (*draft policy to be circulated*)

21 EARMARKED RESERVES

- a. To agree the Council's Earmarked Reserves Policy (*draft policy to be circulated*)
- b. To agree the Council's Earmarked Reserves (*draft schedule to be circulated*)

22 DATES OF NEXT MEETINGS.

2021 meeting dates (subject to change)

16th February 2021

16th March 2021

20th April 2021

18th May 2021

23 PUBLIC PARTICIPATION.

To receive verbal representations from Members of the Public.

24. 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.

25 ALLOTMENTS.

To receive a verbal report from the Temporary Town Clerk and to agree the action to be taken.

26 CLOCKTOWER

To receive a report from the Temporary Town Clerk and to agree the action to be taken
(report to be circulated)

27 CLOSURE OF THE MEETING.

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