



**Councillor Ron Pratt C.C. Town Mayor**

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**CM0 8JA**

## **ALL COUNCILLORS BURNHAM-ON-CROUCH TOWN COUNCIL**

Dear Sir/Madam,

### **TOWN COUNCIL MEETING**

You are summoned to attend a **Meeting of the Burnham-on-Crouch Town Council**, to be held remotely\* **VIA ZOOM on TUESDAY 16<sup>th</sup>. FEBRUARY 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 Town Clerk at [office@burnhamtowncouncil.com](mailto:office@burnhamtowncouncil.com) by 9.30am on Monday 15<sup>th</sup>. February 2021 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.

In order to facilitate the efficient running of remote Council Meetings, members of the public and press are requested to send questions relating to an Agenda Item to be considered under **"434 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA"** in writing by email, to the Temporary Town Clerk on [office@burnhamtowncouncil.com](mailto:office@burnhamtowncouncil.com), by 9.30am on the day prior to the Meeting.

Yours faithfully,

**Kevin B. Money**  
**Temporary Town Clerk - 10<sup>th</sup>. February 2021**

### **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

## **428 APOLOGIES FOR ABSENCE**

To receive apologies for absence.

## **429 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.

## **430 TOWN MAYOR'S ANNOUNCEMENTS**

To receive the Town Mayor's announcements

Clock Tower report

To discuss the provision of a Civic Reception.

## **431 MINUTES**

To confirm and sign the Minutes of the Meeting of the Town Council held on 19<sup>th</sup>. January 2021.

## **432 PLANNING COMMITTEE MINUTES**

To receive and sign the confirmed Minutes of the Planning Meetings held on 2<sup>nd</sup>. February.

## **433 STAFFING COMMITTEE MINUTES**

To receive and sign the Minutes of the Staffing Meeting held on 18<sup>th</sup>. January 2021.

## **434 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA**

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

## **435 TOWN CLERK'S REPORT**

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

- a) Essex County Council and Police, Fire and Crime Commissioner Elections – 6 May 2021 - Provisional Booking of Polling Station – See Item 444
- b) B1012 Burnham Road South Woodham Ferrers
- c) Virtual Meeting Guidelines

## **436 CO-ORDINATORS' REPORTS**

To receive co-ordinators' reports:

- General Purposes – Cllr W. Stamp
- Highways – Cllr B. Calver
- Website – Cllr V. Bell see Agenda Item 442

**Members are requested to pass any Resolutions as necessary.**

## **437 DISTRICT COUNCILLORS' REPORTS**

To receive District Councillors' reports.

## **438 TOWN COUNCIL REPRESENTATIVES' REPORTS**

To receive Town Council Representatives' reports.

**439 ACCOUNTS AND TRANSFER OF FUNDS**

- a) To approve the payment of Accounts for February 2021 and to agree a transfer of funds to meet the Town Council's financial requirements.
- b) To receive the comparison of actual to budgeted payments and receipts to January 2021.
- c) To receive the bank reconciliation.

**440 GRANTS AND DONATIONS**

To consider any requests.

**441 ALLOTMENTS**

- a) To receive an update from Mrs Jeffery.
- b) To receive an update regarding hedgerow concerns on the boundary of the allotments.

**442 IT**

- a) Proposal to facilitate the public's access to recordings of Council meetings, the Council will set up a "youtube" channel and post the recordings of meetings held on Zoom to the channel. A permanent link to the channel will be posted on the Council's website – Cllr B. Calver.
- b) Proposal to switch provision from Fast Host to Office 365.

**443 CCTV**

To receive a report from Cllr W. Stamp.

**444 PROVISIONAL HALL BOOKING – 6<sup>TH</sup> MAY 2021 – POLICE, FIRE AND CRIME COMMISSIONERS ELECTION/ ESSEX OUNTY COUNCIL ELECTION**

To discuss and agree a response to the request to use the Town Council Office for the proposed elections to be held on 6<sup>th</sup> May 2021.

**445 COMMITTEES AND WORKING GROUPS**

In the absence of the Annual Town meeting last year, to review Committees and working groups, their structure, purpose, terms of reference and membership – Cllr Munford.

**446 PREPARING THE STATION HOUSE FOR OPENING FOR THE CAB TO USE FROM APRIL ONWARDS. COVID rules permitting.**

- a) proposal to begin the risk assessments required – Cllr M-A Munford

**447 PUBLIC FORUM**

To receive questions from the public and press and to respond accordingly wherever practicable, failing which an answer will be communicated to the questioner as soon as possible following the Meeting (ten minutes allowed).

**448 DATE OF NEXT MEETING**

**Members to note the following: 16.03.21: 20.04.21: 18.05.21: 15.06.21: 20.07.21: No meeting in August: 21.09.21: 19.10.21: 16.11.21: 21.12.21**

**449 PUBLIC PARTICIPATION**

To receive verbal representations from Members of the Public

**450 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.

**451 ALLOTMENTS**

To receive an update from Mrs Jeffery.

**452 STAFF MATTERS**

To receive a report prior to a meeting of the staffing committee.

**453 GREEN MAINTENANCE CONTRACT**

To receive a report from Cllr V. Bell

**454 CLOSURE OF THE MEETING**

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