



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

**Sarah Grimes, Town Clerk
Telephone: 01621 783 426
email office@burnhamtowncouncil.com**

**Council Offices
Chapel Road
BURNHAM-ON-CROUCH
Essex
CM0 8JA**

19th. April 2021

ALL COUNCILLORS BURNHAM-ON-CROUCH TOWN COUNCIL

Dear Sir/Madam,

TOWN COUNCIL STAFFING COMMITTEE MEETING

You are summoned to attend a **Staffing Committee Meeting of the Burnham-on-Crouch Town Council**, to be held remotely* via Zoom on **Friday 23rd April 2021 at 7pm**

*** 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 9.30 am on 23rd April 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).

Yours faithfully,

Joanna Jeffery

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 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 MINUTES

To receive the minutes of the staffing committee meeting held on 18th January 2021 and 25th March 2021.

4 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.

5 RESPONSIBLE FINANCIAL OFFICER / PLANNING CLERK

- a) To receive an update in respect of the Responsible Finance Officer / Planning Clerk and to agree the action to be taken in respect of;
 - i. Job Description
 - ii. Contract of Employment

6 TO RECEIVE AN UPDATE FROM CLLR R. PRATT

Cllr Pratt to give an update on the Town Clerk

7 HANDYMAN ROLE

- i. Job Description

8 CLOSURE OF THE MEETING

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