



Councillor Ron Pratt, Town Mayor

Sarah Grimes, Town Clerk

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

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

11th May 2021

Dear Sir/Madam,

STATUTORY ANNUAL MEETING OF THE TOWN COUNCIL

You are summoned to attend the above **Statutory Annual Meeting** of the Burnham-on-Crouch Town Council to be held in the The Village Hall, Arcadia Road, Burnham on Crouch CM0 8EF on **Tuesday 18th May 2021 at 7.30 pm.**

Yours faithfully,

Joanna Jeffery

TEMP TOWN CLERK

NOTES:

Sound Recording of Meeting

Please note that the Council will be recording all parts 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.

AGENDA

1 ELECTION OF TOWN MAYOR

To elect the Town Mayor for 2021/2022.

2 DECLARATION OF ACCEPTANCE OF OFFICE

To receive the Town Mayor's Declaration of Acceptance of Office.

3 ELECTION OF DEPUTY TOWN MAYOR

To elect the Deputy Town Mayor for 2021/2022.

4 APOLOGIES FOR ABSENCE

5 DECLARATIONS OF INTERESTS

All Town Councillors are required to complete their Statutory Declaration 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.

6 LOCALISM ACT 2011 – DISCLOSABLE PECUNIARY INTERESTS (DPI's)

Members are reminded that at the Statutory Meeting of the Town Council on Wednesday 16 January 2013 the Town Council adopted the recommendations of the Monitoring Officer for the Maldon District in respect of land owned, or property rented, by Members/spouses and the setting of the Annual Precept, by Members who are MDC Council Tax payers, constituting DPI's.

THE TOWN COUNCIL IS RECOMMENDED TO RESOLVE AS FOLLOWS: -

"that the Town Council grant a General Dispensation to all Members, in accordance with the pro-forma report set out in the MDC Monitoring Officer's recommendation dated 7 January 2013, as an integral part of the Town Council's Statutory Annual Meeting in May each year and a similar General Dispensation to all Members as an integral part of the Annual Budget Meeting each year".

7 TOWN MAYOR'S ALLOWANCE

To agree the Town Mayor's allowance for 2021/2022 (LGA 1972, ss15 (5) and 35(5)).

At the Meeting of the Town Council held on 15 December 2020, a budget of £1,000 was recommended and subsequently approved (Minute 411c refers).

8 APPOINTMENT OF TOWN COUNCIL COMMITTEES

The 2018/2019 appointments are set out below: -

Committee/Panel/Working Group	Membership
PLANNING	All Members of the Town Council
STAFFING COMMITTEE	Town Mayor, Councillors Vanessa Bell, Peter Elliott, Ron Pratt and Nick Skeens
NEIGHBOURHOOD DEVELOPMENT PLAN STRATEGY GROUP	Town Mayor, Cllr. Peter Elliott, Nick Skeens and the Town Clerk

Members are requested to consider and determine the above.

9 REPRESENTATIVES ON EXTERNAL ORGANIZATIONS/BODIES

To appoint Members to represent the Town Council on external organizations/bodies. For Members information the representatives for 2018/2019 are given below: -

	EXTERNAL BODY/ORGANIZATION	APPOINTEE/S
1	Village Hall Committee	Cllr. Mrs Helen Elliott
2	Town Twinning	The Town Mayor (no committee)
3	Essex County Council's Parish Transport Meetings (twice yearly)	Rev. Paul Haworth (Cllr. Bob Calver to deputise)
4	Burnham Allotment & Garden Holders' Association	Cllr. Ron Pratt and the Town Clerk
5	Burnham United Charities	Cllr. Ron Pratt
6	Aylett's Charity	Cllrs. Mrs Helen Elliott and Ron Pratt
7	Crouch Harbour Authority (Advisory)	Cllr. Neil Pudney
8	Burnham Week Ltd	Cllr. Bob Calver
9	Station House Management Committee	Operational twice-yearly meetings Town Mayor, Ron Pratt, AGA, ESSCRP, ECC(Arts) and Town Clerk
10	Dengie Hundred Group of Parish Councils	Cllrs. Mrs Wendy Stamp and ?
11	Tourist & Community Information Centre	Cllrs. Mrs Helen Elliott and Mrs Wendy

	Liaison Committee	Stamp
15	Burnham Carnival Committee	Cllr. Ron Pratt
16	Essex Child and Family Wellbeing Service	Cllr. Neil Pudney
18	Burnham-on-Crouch Chamber of Commerce	Cllrs. Bob Calver and Jennie Donnelly
19	Community Action Panel (CAP)	Cllrs. Vanessa Bell and Nick Skeens
20	Friends of Burnham Cemetery Chapel	Cllr. Ron Pratt
21	Dengie Hundred Bus Users' Group	Rev. Paul Haworth and Cllr. Jennie Donnelly
22	Bradwell Local Community Liaison Council	Cllr. Nick Skeens
23	Emergency Planning Information (MDC)	Town Mayor, Deputy Mayor and Town Clerk
25	Coastal Community Team	Cllrs. Nick Skeens and Mrs Wendy Stamp
26	Burnham Patients' Participation Group	Cllrs Mrs Wendy Stamo and Neil Pudney
27	Burnham Green Spaces Group	NEW APPOINTMENT

10 APPOINTMENT OF MEMBERS/PERSONS TO INTERNAL OFFICES

To appoint Members/Residents to the Town Council's Internal Offices. For Members information the appointees for 2018/2019 are given below: -

INTERNAL OFFICE	APPOINTEE/S
General Purposes Co-ordinator	Cllr. Wendy Stamp
Highways Co-ordinator	Cllr. Bob Calver
Footpaths & Rights of Way	Cllr. Vanessa Bell
Tree Warden	???
Transport Representative	Rev. Paul Haworth
Conservation Area Inspection Team	All Town Councillors
Environment Co-ordinator	Cllr. Vanessa Bell
Website Editor	Cllr. Nick Skeens (deputy Cllr. Mrs Wendy Stamp)

11 BANKING ARRANGEMENTS

The Town Council currently banks with Barclays and its accounts are held at the Burnham branch.

The Town Council's current cheque signatories are Councillor Mrs Wendy Stamp (as Town Mayor), Councillors Bob Calver, Ron Pratt and Neil Pudney, and the Town Clerk.

The banking mandate requires that the Town Mayor is a signatory.

The Town Clerk is a signatory for the purposes of the day to day management of the Council's accounts only and does not sign cheques.

Members are requested to nominate five authorised signatories to comply with the Town Council's banking Mandate. In addition to the Town Mayor, Members are recommended to nominate three Town Councillors and the Town Clerk to be authorised signatories for the purpose of managing the accounts.

12 APPOINTMENT OF SCHOOL GOVERNORS

The Ormiston Rivers Academy now has a Governing Body in accordance with the requirements of the Ormiston Trust.

As reported to previous Statutory Annual Meetings, Burnham and St. Mary's Primary Schools have adopted constitutions, under the appropriate legislation, that do not **require** the appointment of a minor Local Authority representative.

13 ANNUAL SUBSCRIPTIONS

To approve payment of annual subscriptions for the following: -

- a) Essex and National Associations of Local Councils,

- b) Society of Local Council Clerks,
- c) Clerks & Councils Direct,
- d) Dengie Hundred Group of Parish Councils,
- e) Rural Community Council of Essex,
- f) Friends of Historic Essex,
- g) Burnham-on-Crouch Chamber of Commerce,
- h) Maldon Community Transport,
- i) Dengie Hundred Bus Users Group.

14 DEEDS AND TRUST INSTRUMENTS

The following deeds and trust instruments, in the custody of the Town Council, are available for Members to inspect in the Town Clerk's Office: -

- a) Town Council Offices,
- b) Allotments documents and wayleave consent,
- c) War Memorial,
- d) Lease to the Burnham Allotment & Garden Holders' Association,
- e) Clock Tower and Town Clock,
- f) Documents of Aylett's Charity,
- g) Providence Car Park,
- h) Various open spaces/amenity areas within the Town.

15 ATTENDANCE AT MEETINGS - 2019/2020

The attendance records of Members at the official meetings of the Town Council to which they had been summoned to in 2019/2020 are set out below:

Member	Town Council	Planning Committees	Total Meetings
	15	16	31
Councillor: -			
Vanessa Bell	15	13	28
Bob Calver	15	15	30
Fiona Clegg	2	11	13
Kelvin Coles	3		3
Jennie Donnelly	13	16	29
Helen Elliott		2	2
Jane English	2	13	15
Ron Pratt C.C.	15	14	29
Neil Pudney	1	7	8
Nick Skeens	2	11	13
Mrs Wendy Stamp	14	13	27

ATTENDANCE AT MEETINGS - 2020/2021

The attendance records of Members at the official meetings of the Town Council to which they had been summoned to in 2020/2021 are set out below:

Member	Town Council	Planning Committees	Total Meetings
	12	16	28
Councillor: -			
Vanessa Bell	12	12	24
Bob Calver	12	16	28
Kelvin Coles	3	3	6
Jennie Donnelly	10	12	22
Mary-Ann Munford	11	14	25
Ron Pratt C.C.	12	16	28
Neil Pudney	1	0	1
Mrs Wendy Stamp	11	10	21

16 CLOSURE OF THE MEETING

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