



Councillor Ron Pratt Town Mayor

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11th. May 2021

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 at The Village Hall, Arcadia Road, Burnham on Crouch CM0 8EF on **TUESDAY 18th MAY 2021 at 8 pm.**

Members of the Public and Press are welcome to attend the Meeting.

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 **"7 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA"** in writing by email, to the Temporary Town Clerk on planning@burnhamtowncouncil.com, by 9.30am on the day prior to the Meeting.

Yours faithfully

Joanna Jeffery

Joanna Jeffery
TEMPORARY TOWN CLERK - 11th. May 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

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 27th. April 2021 and Extra Ordinary Meeting of the Town Council held on Tuesday 4th. May 2021.

5 PLANNING COMMITTEE MINUTES

To receive and sign the confirmed Minutes of the Planning Meetings held on Tuesday 27th. April 2021.

6 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

7 TOWN CLERK'S REPORT

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

- a) *The Council to resolve that the Town Clerk endeavours to circulate draft minutes within one calendar week of Council meetings. The minutes will identify action points for individual Officers and Councillors and the Town Clerk will liaise with other Officers and Councillors prior to the next meeting and report back on progress of action points in the Town Clerks' report. Incomplete actions to be noted and carried forward.*
- b) Clocktower Update – The electrical work has now been completed, however, the clock is still not chiming, Smith of Derby has been asked to attend to repair.
- c) Town Toilets – The toilets are now being closed later, but due to the increased cleaning they are unable to revert back to the earlier opening time at the moment, this will be reviewed in the next few weeks by Maldon District Council.

8 DIARY DATES

9 CO-ORDINATORS' REPORTS

To receive co-ordinators' reports:

- General Purposes – Councillor W. Stamp
- Highways – Councillor B. Calver
- Environment – Councillor V. 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 Town Council representatives' reports.

12 ACCOUNTS AND TRANSFER OF FUNDS

- a) To approve the payment of Accounts for May 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 April 2021.
- c) To receive the bank reconciliations.

13 ANNUAL GOVERNANCE STATEMENT, ACCOUNTING STATEMENTS AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2020/21

All Members have received a copy of the reports on:

- a) Members to note the annual internal audit report for 2020/21.
- b) Members to consider the Annual Governance Statement (review of the effectiveness of the system of internal control) and approve, by Resolution, section 1: The Annual Governance Statement, of the Annual Governance and Accountability Return for 2020/21. The Chairman and the Clerk of the Meeting will sign the Annual Governance Statement
- c) Members to consider and approve, by Resolution, section 2: Accounting Statements, of the Annual Governance and Accountability Return for 2020/21. The Chairman and the RFO of the Meeting will sign the Accounting Statements.
- d) Members to note that arrangements will be made for the publication of information required by Local Audit and Accountability Act 2014 Sections 26 and 27 of the Accounts and Audit Regulations 2015 (SI2015/234), including the period for the exercise of public rights.

14 GRANTS AND DONATIONS

To consider any requests.

15 ALLOTMENTS

To receive an update from Mrs. J. Jeffery

16 WEBSITE

- a) Accessibility and Responsibilities Cllr W. Stamp

17 CHRISTMAS LIGHTS

To discuss and agree Christmas lights contract Cllr V. Bell & Cllr. K Coles

18 TOWN SIGN

To discuss and agree the purchase of a new town sign.

19 TOWN RAILINGS

Request from Cllr W. Stamp.

20 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).

21 DATE OF NEXT MEETING

Members to note the following: 15.06.21: 20.07.21: 21.09.21: 19.10.21: 16.11.21: 14.12.21

22 CLOSURE OF THE MEETING

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