



**Councillor Vanessa Bell,  
Town Mayor  
Sarah Grimes PSLCC, Town Clerk  
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**Council Offices  
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BURNHAM-ON-CROUCH  
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CM0 8JA**

19<sup>th</sup> May 2021

**To All Electors of the Parish of Burnham-on-Crouch**

### **ANNUAL TOWN MEETING**

You are invited to attend the above Meeting to be held at **THE VILLAGE HALL, ARCADIA ROAD, BURNHAM ON TUESDAY 25<sup>th</sup>. MAY 2021 commencing at 7pm.**

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'Vanessa Bell'.

**Cllr Vanessa Bell  
TOWN MAYOR**

### **IMPORTANT NOTICES**

**Due to social distancing and Covid rules, please can anyone wishing to attend the meeting, please email [office@burnhamtowncouncil.com](mailto:office@burnhamtowncouncil.com) to register your attendance.**

**Face coverings must be worn during the meeting, unless exempt.**

1 Local government electors, included on the current electoral roll in the parish of Burnham-on-Crouch, are entitled to speak and if required, to vote at this Annual Meeting.

2 Sound Recording of Meeting - 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.

**ANNUAL TOWN MEETING OF THE PARISH OF BURNHAM-ON-CROUCH  
TUESDAY 25<sup>th</sup>. MAY 2021 AT 7pm at THE VILLAGE HALL, ARCADIA ROAD,  
BURNHAM.**

**AGENDA**

**1. WELCOME**

The Town Mayor will chair the Meeting.

**2. APOLOGIES FOR ABSENCE**

**3. MINUTES AND MATTERS ARISING**

To confirm the Minutes of the Annual Town Meeting held on 28<sup>th</sup> May 2019.

**4. ANNUAL REPORT**

To receive the Annual Report of the Town Council for 2020/2021.

**5. MALDON DISTRICT COUNCIL**

To receive a report from Maldon District Council.

**6. ESSEX COUNTY COUNCIL**

To receive a report from Councillor Wendy Stamp, CC, the Town's representative on Essex County Council.

**7. REPRESENTATIVES TO EXTERNAL BODIES & ORGANISATIONS**

To receive reports from representatives appointed by the Town Council to external bodies and organisations.

**8. PUBLIC FORUM**

Local government electors, included on the current electoral roll in the parish of Burnham-on-Crouch, may ask questions of the Council, which will usually be answered by the Chairman, the Clerk to the Council, or a designated Councillor. It is sometimes helpful to let the Clerk have prior notice of any matters you may wish to raise.

**9. CLOSURE OF THE MEETING**

To close the Meeting at the conclusion of all business.