



**Councillor Vanessa Bell
Town Mayor**

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**Council Offices
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22 June 2021

ALL COUNCILLORS BURNHAM-ON-CROUCH TOWN COUNCIL

Dear Sir/Madam,

EXTRAORDINARY TOWN COUNCIL MEETING

You are summoned to attend an **Extraordinary Town Council Meeting of the Burnham-on-Crouch Town Council**, to be held in the Council Chamber of these Offices on **Monday 28 June 2021 at 7.30 pm.**

Members of the public and press wishing to attend the Meeting must contact the Temporary Town Clerk, either by email at office@burnhamtowncouncil.com or by telephone on 01621 783 426, by 9.30 am on Friday 25 June 2021 at the latest.

CORONAVIRUS (Covid-19)

Please do not attend this meeting if you have a fever and a cough or flu like symptoms. Face coverings must be worn, unless you are exempt. Please use the hand sanitizer provided as you enter the building and follow current social distancing guidelines. The Council has a legal duty to implement 'track and trace' in the buildings it manages. Personal data will be processed in accordance with Article 6 of the General Data Protection Regulation 2018 (GDPR).

Yours faithfully,

TOWN MAYOR

Supporting documentation for Agenda Items held in the public session of this Meeting will be available via the Council's website.

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.

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 RE-OPENING OF THE COUNCIL CHAMBER FOR MEETINGS OF THE TOWN COUNCIL

Further to Minute 272 c) of the Extraordinary Meeting of the Town Council held on Friday 20 March 2020, Members are requested to confirm, by Resolution, the re-opening of the Council Chamber for Meetings of the Town Council, subject to the implementation of control measures as specified in the professional Covid-19 secure risk assessment (in particular page 8), carried out on 2 June 2021.

Members are requested to consider and determine the above.

4 GENERAL POWER OF COMPETENCE

All Members have received a copy of the Town Clerk's report, regarding the above.

Members are requested to note the above.

5 RISK MANAGEMENT AND INTERNAL CONTROLS

i) All Members have received a copy of the Town Clerk's report on risk management and internal controls.

Members are requested to note the above.

ii) All Members have received a copy of the updated risk management scheme, drafted by the Town Clerk.

Members are requested to consider, amend (if necessary) and adopt the above.

iii) All Members have received a copy of the updated statement of internal controls drafted by the Town Clerk.

Members are requested to consider and adopt the above.

6 ASSET REGISTER

Subject to all Members having received a copy of the report, following the professional valuation of the Council's assets on Wednesday 16 June 2021,

Members are requested to note that:

i) The Council's asset register will be updated accordingly and,

ii) The Council's insurers will be advised of the asset valuations.

7 ANNUAL INTERNAL AUDIT REPORT

Members to note the internal audit report for 2020/21 (Annual Governance and Accountability Return (AGAR) 2020/21 page 3).

8 ANNUAL GOVERNANCE STATEMENT - ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2020/21

Members are requested 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.

9 ACCOUNTING STATEMENTS - ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2020/21

Members are requested to consider and approve, by Resolution, section 2: Accounting Statements, of the Annual Governance and Accountability Return for 2020/21.

The Chairman of the Meeting will sign the Accounting Statements.

10 PERIOD OF EXERCISE OF PUBLIC RIGHTS

Members to note that arrangements will be made for the publication of information required by Regulation 15 (2) of the Accounts and Audit Regulations 2015, including details of the period for the exercise of public rights. Sections 25 to 27 of the Local Audit and Accountability Act 2014 contain provisions giving interested persons and local government electors certain rights of inspection of the accounts and accounting records.

Note: **The Accounts and Audit (Amendment No. 2) Regulations 2021** came into force on 3 June 2021. This means that the period for the exercise of public rights for 2021 must be a period of 30 consecutive working days set by the RFO, but including the first ten working days in July. (Statutory audit deadlines for 2019-20 for Category 2 smaller authorities, including town and parish councils, were extended under The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (effective 30.4.20)).

11 PROVISION OF IT. DEVICES FOR COUNCILLORS

To consider the provision of dedicated Burnham Town Council devices for Councillors in order to mitigate the risk of data breaches and, if approved, to authorize the Clerk to obtain quotations and report back to the July Meeting of the Town Council accordingly. **Members are requested to consider and determine the above.**

12 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.

13 STAFF MATTERS

- i) To receive a report from the Staffing Committee, following a Meeting held on Friday 18 June 2021 and,
- ii) To receive a report from the Temporary Town Clerk regarding the provision of employment support services.

Members are requested to consider the above and pass any Resolutions as necessary.

14 CLOSURE OF THE MEETING

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