



Councillor Vanessa Bell, Town Mayor

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9th November 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 Council Chamber on **TUESDAY 16th NOVEMBER 2021 at 7.30pm.**

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

Please do not attend this meeting if you have a fever and a cough or flu like symptoms. Please use the hand sanitiser as you enter the building.

Face coverings are encouraged to be worn. The temporary Town Clerk will keep a register of all attendees to allow for 'Track and Trace' should the need arise.

Yours faithfully

Joanna Jeffery

Joanna Jeffery
TEMPORARY TOWN CLERK - 9th November 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.

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.

4 TOWN MAYOR'S ANNOUNCEMENTS

To receive the Town Mayor's announcements.

5 MINUTES

To confirm and sign the Minutes of the Meeting of the Town Council held on Tuesday 21st September 2021 and 19th October 2021.

6 PLANNING COMMITTEE MINUTES

To receive and sign the confirmed Minutes of the Planning Meetings held on Tuesday 19th October 2021 and 2nd November 2021.

7 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

To receive questions from the public and press (10 minutes allowed).

8 TOWN CLERK'S REPORT

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

9 DIARY DATES

10 CO-ORDINATORS' REPORTS

To receive co-ordinators' reports:

- General Purposes – Councillor Stamp
- Highways – Councillor Calver
- Environment – Councillor Bell covering
- Health and Wellbeing – Cllr Munford

Members are requested to pass any Resolutions as necessary.

11 DISTRICT COUNCILLORS' REPORTS

To receive District Councillors' reports.

12 TOWN COUNCIL REPRESENTATIVES' REPORTS

To receive Town Council representatives' written reports.

13 ACCOUNTS AND TRANSFER OF FUNDS

- a) To approve the payment of accounts for November 2021 and to agree a transfer of funds to meet the Town Council's financial requirements.

- b) To note the comparison of actual to budgeted payments and receipts to November 2021.
- c) To receive the bank reconciliations.

14 GRANTS AND DONATIONS

The remaining budget for 2021/22 is £3500

To consider a request from Burnham Rotary Club for a donation of £250 for the 10km run held on Sunday 17th October 2021.

To consider a request from The Great Burnham Bonfire a request of £250, towards toilet expenses.

Members are requested to consider and determine the above.

15 PROVIDENCE CAR PARK

16 ALLOTMENTS

To receive an update from the Temporary Town Clerk.

17 TOWN SIGN

To receive an update on the above.

18 ESSEX HIGHWAYS DEVOLUTION PILOT

All Members have received information in relation to the above. The offer being made is for Parish and Town Councils to be involved in a pilot scheme over the next 6-12 months delivering services (including grass cutting and special verge maintenance, weed control, tree and hedge cutting, minor repairs to footways, installing and maintaining signs, maintaining bus shelters and maintenance of PROWS) in collaboration with Essex County Council.

Members are requested to consider and determine the above.

19 PRE-APPLICATION ADVICE REQUEST APPLICATION NO: CC/MAL/92/21/PRE

To discuss and prepare a response.

20 REOPENING OF TOWN COUNCIL OFFICE

To discuss and pass any resolution as necessary

21 FLOOD WARNING SYSTEM

22 CHRISTMAS TREE CEREMONY

23 COMMUNITY ENGAGEMENT TEAM

To discuss allocation of hours.

24 GP PRACTICE COMMUNICATIONS

Cllr Munford.

25 PURCHASE OF LAPTOPS FOR COUNCILLORS

To discuss quotations received.

To pass any resolutions as necessary.

26 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 (10 minutes allowed).

27 DATE OF NEXT MEETING

Members to note the following: 14.12.21. Temporary Town Clerk to circulate dates for Members' informal budget meetings.

28 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.

29 STAFFING MATTERS

To receive an update from the Mayor and the Temporary Town Clerk.

Members to pass any resolutions as necessary.

30 CLOSURE OF THE MEETING

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