



Councillor Vanessa Bell, Town Mayor

Sarah Grimes, Town Clerk

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

11 May 2022

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 Council Chamber of these offices on **Tuesday 17 May 2022 at 7.30 pm.**

Yours faithfully,

Joanna Jeffery

TEMPORARY TOWN CLERK

NOTES:

The Council Chamber has an infra-red loop system. Anyone who requires assistance in hearing the Meeting should ask the Temp Town Clerk who will be pleased to help.

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 2022/2023.

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 2022/2023.

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 2022/2023 (LGA 1972, ss15 (5) and 35(5)), a budget of £1,000 was recommended and subsequently approved.

8 APPOINTMENT OF TOWN COUNCIL COMMITTEES/WORKING GROUPS

The 2021/2022 appointments are set out below:-

Committee	Membership
NEIGHBOURHOOD DEVELOPMENT PLAN STRATEGY GROUP	Town Mayor and Cllrs. Calver and Munford and the Town Clerk
PLANNING	All Members of the Town Council
QUAY WORKING GROUP	Town Mayor and Cllrs. Calver and Donnelly
STAFFING COMMITTEE	Town Mayor and Cllrs. Bell, Munford, Stamp and ① position vacant
STATION HOUSE MANAGEMENT	Operational and twice yearly meetings Town Mayor, Cllr. Stamp, AGA, ESSCRP, ECC(Arts) and the Town Clerk
TOURISM WORKING GROUP	Cllr Cole, ① position vacant 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 2021/2022 are given below: -

	EXTERNAL BODY/ORGANIZATION	APPOINTEE/S
1	Aylett's Charity	Cllr. Wendy Stamp and Town Clerk
2	Bradwell Local Community Liaison Council	Cllr. Bob Calver
3	Burnham Allotment & Garden Holders' Association	Cllr. Diane Carter and the Town Clerk
4	Burnham Business Board	Cllr. Kelvin Coles
5	Burnham Carnival Committee	Cllr. ① position vacant
6	Burnham Chamber of Commerce	Cllrs. Bob Calver and Kelvin Cole
7	Burnham Patients' Participation Group	Cllrs. Mary-Ann Munford
8	Burnham United Charities	Cllr. ① position vacant
9	Burnham Week Ltd	Cllr. Bob Calver
10	Crouch Harbour Authority (Advisory)	Cllr. Bob Calver
11	Dengie Hundred Bus Users' Group	Cllrs. Jennie Donnelly
12	Dengie Hundred Group of Parish Councils	Cllrs. Kelvin Coles and ① position vacant
13	Emergency Planning Information (MDC)	Town Mayor, Deputy Mayor and Town Clerk
14	Essex Child and Family Wellbeing Service	Cllr. ① position vacant
15	Essex County Council's Parish Transport Meetings	Cllr. Jennie Donnelly
16	River Crouch Coastal Community Team	Cllrs. Bob Calver and ① position vacant
17	Town Twinning	Town Mayor (no committee)
18	Village Hall Committee	Cllr. ① position vacant
19	Burnham United Charities	Cllr. ① position vacant
20	Burnham Patients' Participation Group	Cllr. ① position vacant

Members are requested to consider and determine the above.

10 APPOINTMENT OF MEMBERS TO INTERNAL OFFICES

To appoint Members/Residents to the Town Council's Internal Offices. For Members information the appointees for 2021/2022 are given below: -

INTERNAL OFFICE	APPOINTEE/S
Conservation Area Inspection	Cllr. Vanessa Bell
Environment Co-ordinator	Cllr. Jennie Donnelly
General Purposes Co-ordinator	Cllr. Wendy Stamp
Highways Co-ordinator	Cllr. Duncan Rawlinson
Health & Wellbeing	Cllr. Munford

Members are requested to consider and determine the above.

11 BANKING ARRANGEMENTS

The Town Council currently banks with Barclays Bank and Unity Trust.

The Town Council's current cheque signatories for Barclays are Councillor Vanessa Bell (as Town Mayor), Councillors Mrs Wendy Stamp, Bob Calver, 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.

The Town Council's current online signatories for Unity Trust are Councillor Vanessa Bell (as Town Mayor), Councillors Mrs Wendy Stamp and Bob Calver. The Town clerk and RFO are authorised for day-to-day administration of the accounts but cannot authorise payments. All transactions on Unity Trust are made in accordance with the Council's internet policy.

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 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) Dengie Hundred Group of Parish Councils,
- d) Rural Community Council of Essex,
- e) Dengie Hundred Bus Users Group.

13 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.

14 Review of Standing Orders

(<https://burnhamoncrouchtowncouncil.gov.uk/regulations/standing-orders/>),

Financial Regulations

(<https://burnhamoncrouchtowncouncil.gov.uk/regulations/financial/>),

Internet Banking Policy

(<https://burnhamoncrouchtowncouncil.gov.uk/regulations/financial/internet-banking/>).

15 To agree calendar of meetings.

16 To review the Town Council Insurance arrangements.

17 To appoint an internal auditor for 2022/2023.

18 THE HEALTH AND WELL BEING GROUP

To approve letter to Primary Schools announcing a Health and Well-being logo and stap-line competition.

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.

18 STAFFING MATTERS

To receive an update from the Staffing Committee.
To discuss and pass any resolution as necessary.

19 WEBSITE

To receive an update from Cllr Bell
To discuss and pass any resolution as necessary.

20 CLOSURE OF THE MEETING

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

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