



Councillor Bob Calver, Town Mayor

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12 July 2022

ALL COUNCILLORS BURNHAM-ON-CROUCH TOWN COUNCIL

Dear Sir/Madam,

TOWN COUNCIL MEETING

You are summoned to attend a **Statutory Meeting of the Burnham-on-Crouch Town Council**, to be held at The Council Chamber on **TUESDAY 19th JULY 2022 at 7.30pm.**

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.

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.

Yours faithfully

Joanna Jeffery

Joanna Jeffery
TEMPORARY TOWN CLERK - 12 July 2022

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 TOWN MAYOR'S ANNOUNCEMENTS

To receive the Town Mayor's announcements.

4 TO ACCEPT THE RESIGNATION OF THE DEPUTY TOWN MAYOR, COUNCILLOR MARY ANN MUNFORD, AND TO ELECT A NEW DEPUTY TOWN MAYOR FOR 2022/2023.

To receive nominations for Deputy Mayor.

5 ACCEPTANCE OF RESIGNATIONS OF COUNCILLORS BELL, STANBURY AND CARTER.

To accept the resignations of Councillor Bell, Councillor Stanbury and Councillor Carter.

6 MINUTES

To confirm and sign the Minutes of the Meeting of the Town Council held on Tuesday 21st June 2022.

To confirm and sign outstanding minutes of meetings of the Town Council held on dates to be confirmed at meeting.

7 PLANNING COMMITTEE MINUTES

To receive and sign the confirmed Minutes of the Planning Meetings held on Tuesday 21st June 2022 and Tuesday 5th July 2022.

8 STAFFING COMMITTEE MINUTES

To receive and agree the signed minutes from the Staffing Committee for noting, 10th June 2022, 17th June 2022, 24th June 2022 and 8th July 2022.

9 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

10 TOWN CLERK'S REPORT

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

a) Request from Ormistan Rivers Academy for Partnership working within the local community.

11 DIARY DATES

12 CO-ORDINATORS' REPORTS

To receive co-ordinators' reports:

- General Purposes – Councillor Stamp
- Highways – Councillor Rawlinson
- Environment –

Members are requested to pass any Resolutions as necessary.

13 DISTRICT COUNCILLORS' REPORTS

To receive District Councillors' reports.

14 TOWN COUNCIL REPRESENTATIVES' REPORTS

To receive Town Council representatives' reports.

15 ACCOUNTS AND TRANSFER OF FUNDS

- a) To approve the payment of Accounts for July 2022 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 July 2022.
- c) To receive the bank reconciliations.

16 INTERNAL CONTROLS

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.

17 RISK MANAGEMENT

All Members have received a copy of the risk management scheme drafted by the Town Clerk

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

18 ASSET REGISTER

A local authority should maintain a primary document as part of a system of financial control of its assets. All Members have received a copy of the Council's asset register carried out by a professional valuer.

19 ANNUAL GOVERNANCE STATEMENT, ACCOUNTING STATEMENTS AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2021/22

All Members have received a copy of the reports on:

- a) Members to note the annual internal audit report for 2021/22.
- 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 2021/22. 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.

20 IT EQUIPMENT

To discuss the provision of equipment, upgrade for office.
To discuss and pass any resolution as necessary.

21 GRANTS AND DONATIONS

No requests have been received for this Meeting.

22 CASUAL VACANCY

To receive an update from the Temporary Town Clerk
To resolve that the Town Council co-opt to fill the vacant seats in the North and South ward of the town and that the notices of co-option be published for a period of twenty-eight days.

23 PILL BOX BENCHES

To receive an update, to discuss and pass any resolution as necessary.

24 BURNHAM WEEK DONATION

To discuss a request from Cllr Coles to increase the donation given to Burnham Week.
To discuss and pass any resolution as necessary.

25 CCTV

To discuss previous quotation and agree a revision to include the whole of The Quay.
Update from Cllr Stamp.
To discuss and pass any resolution 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 (ten minutes allowed).

27 DATE OF NEXT MEETING

Members to note the following: 20.09.22: 18.10.22: 15.11.22: 13.12.22

28 SUMMER RECESS – DELEGATION OF AUTHORITY 20th JULY To 5th SEPTEMBER 2022

To resolve that "authority be delegated to the Town Clerk, to act in the absence of Town Council, Committee and Sub-Committee Meetings, in consultation with the Town Mayor, Deputy Town Mayor and such other Town Councillors as may be necessary, in all matters except those specifically reserved by Statute for determination by the Town Council".

29 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.

30 STAFFING MATTERS

To receive an update.

31 CLOSURE OF THE MEETING

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