



Councillor Bob Calver, Town Mayor

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10 October 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 18th OCTOBER 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 - 10th October 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 MINUTES

To confirm and sign the Minutes of the Meeting of the Town Council held on Tuesday 27th September 2022.

5 PLANNING COMMITTEE MINUTES

To receive and sign the confirmed Minutes of the Planning Meeting held on Tuesday 27th September 2022.

6 STAFFING COMMITTEE MINUTES

To receive and agree the signed minutes from the Staffing Committee for noting 7th October 2022.

7 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

8 TOWN CLERK'S REPORT

To receive the 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 Rawlinson
- Environment –

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' reports.

13 ACCOUNTS AND TRANSFER OF FUNDS

- a) To approve the payment of Accounts for October 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 October 2022.
- c) To receive the bank reconciliations.
- d) Report on mandate changes Unity Bank and Barclays.
- e) Update of accounts uploaded to website.
- f) Update on Rialtus Entries.

14 GRANTS AND DONATIONS

To discuss recent applications, if any.

15 CASUAL VACANCY

To receive an update from the Temporary Town Clerk.

16 PILL BOX BENCHES

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

17 CCTV

Update on progress.

To discuss and pass any resolution as necessary.

18 THE QUAY

Update and discussion.

19 PROVIDENCE CAR PARK

Update from Cllr Rawlinson

To discuss and pass any resolution as necessary.

20 COMMUNITY ENGAGEMENT TEAM

Discussion on service Level Agreement and report on request for an informal meeting with Councillors and a formal presentation at the November meeting.

To discuss and pass any resolution as necessary.

21 WEBSITE

Progress report on quote for compliance and ongoing updating.

To discuss and pass any resolution as necessary.

22 NEW IT EQUIPMENT

Update on installations dates.

23 REMEMBRANCE

Discussion on necessary activities, roles and responsibilities and progress to date.

24 CHRISTMAS ACTIVITIES

Discussion on necessary activities, roles and responsibilities and progress to date.

25 PHOTOCOPIER

Discussion of current contract and options going forward.

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 DATES OF NEXT MEETING

Members to note 15/11/2022 & 13/12/2022.

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 ALLOTMENTS

To receive an update.

30 STAFFING MATTERS

To receive an update.

31 CLOSURE OF THE MEETING

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