



Councillor Bob Calver, Town Mayor

Nichola Payne Chief Officer

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**Council Offices
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Essex
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09th November 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 15TH NOVEMBER 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

Nichola Payne

Nichola Payne
Chief Officer 09th November 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.

To disclose the existence and any nature of any Disclosable Pecuniary Interests. Other Registrable interests and Non-Registrable Interests relating to items of business on the agenda having regard to paragraph 9 and Appendix B of the Code of Conduct for Members.

(Members are reminded that they are also required to disclose any such 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 18th October 2022.

5 PLANNING COMMITTEE MINUTES

To receive and sign the confirmed Minutes of the Planning Meeting held on Tuesday 18th October 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

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).

8 TOWN CLERK'S REPORT

To receive the Clerk's Report and pass any Resolutions and Orders as necessary to include the following:

Casual Vacancies

Pill box benches

IT including internet, IT equipment office upgrade and website

CCTV update from walk round

Planting and landscaping (including tree quotes)

Clock Tower

Rubbish and recycling

The Quay – on site meeting to be held on 16th December to discuss possible works.

Christmas activities

9 DIARY DATES

10 STAFFING MATTERS

To receive an update.

11 CO-ORDINATORS' REPORTS

To receive co-ordinators' reports:

- General Purposes – Councillor Stamp
- Highways – Councillor Rawlinson
- Environment – Councillor Wilson / Bob Calver

Members are requested to pass any Resolutions as necessary.

12 DISTRICT COUNCILLORS' REPORTS

To receive District Councillors' reports.

13 TOWN COUNCIL REPRESENTATIVES' REPORTS

To receive Town Council representatives' reports.

14 ACCOUNTS AND TRANSFER OF FUNDS

- To approve the payment of Accounts for November 2022 and to agree a transfer of funds to meet the Town Council's financial requirements.
- To note the comparison of actual to budgeted payments and receipts to October 2022.
- To receive the bank reconciliations.
- Report on mandate changes Unity Bank and Barclays.
- Update of accounts uploaded to website.
- Update on Rialtus Entries.

15 GRANTS AND DONATIONS

To discuss recent applications, if any.

16 COMMUNITY FRIDGE

To discuss and pass any resolution as necessary.

17 ALLOTMENTS

To discuss and pass any resolution as necessary.

18 STATION HOUSE

To discuss and pass any resolution as necessary.

19 TOWN SIGNS

To discuss and pass any resolution as necessary.

20 COUNCIL OFFICES

To discuss accommodation options and uses for the community

21 KINGS CORONATION

To discuss and pass any resolution as necessary

22 PROVIDENCE CAR PARK

Update from Cllr Rawlinson

To discuss and pass any resolution as necessary.

23 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.

24 REMEMBRANCE

To receive and note feedback from the 2022 service and agree/recommend any changes for next year. Resolutions to be passed at future meeting.

25 CHRISTMAS ACTIVITIES

Receive an update from Chief Officer and agree resolutions

26 DATES OF NEXT MEETING

Members to note 13/12/2022 & 10/01/2023.

27 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.

28 PRIVATE BUSINESS

Community fridge

Allotments

Station house

To receive an update.

29 CLOSURE OF THE MEETING

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