



Councillor Bob Calver, Town Mayor

Nichola Payne, Town Clerk
Telephone: 01621 783 426

Email:
townclerk@burnhamoncrouchtowncouncil.gov.uk

Council Offices
Chapel Road
BURNHAM-ON-CROUCH
Essex
CM0 8JA

6th December 2022

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 13th DECEMBER 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

Nichola Payne

Nichola Payne
Chief Officer – 6th December 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 15th November 2022.

5 PLANNING MINUTES

To confirm and sign the Minutes of the Meeting of the Town Council held on Tuesday 29th November 2022.

6 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 (10 minutes allowed).

7 TOWN CLERK'S REPORT

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

Casual Vacancies

Pill box benches

Clock tower light and electrics

Telephone box on quay

Invites to county and district councillors to attend or submit reports

Update on ECC representative details

8 DIARY DATES

To discuss and amend dates as required.

9 CO-ORDINATORS' REPORTS

To receive co-ordinators' reports:

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

- Health and Wellbeing

Members are requested to pass any Resolutions as necessary.

10 DISTRICT COUNCILLORS' REPORTS

To receive District Councillors' reports where provided.

11 TOWN COUNCIL REPRESENTATIVES' REPORTS

To receive Town Council representatives' written reports where provide.

11 ACCOUNTS AND TRANSFER OF FUNDS

- a) To approve the payment of accounts for remainder of November and December 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 December 2022.
- c) To receive the bank reconciliations.
- d) Update on Rialtas entries
- e) Previous Mayors donations
 - Helen Rollinson - £100
 - Citizens Advice Bureau – £650
 - Knightswood Care Home - £250
 - Council to agree payment out of General Reserves from 2021-2022

12 ORIGINAL BUDGET 2022/23

LOCALISM ACT 2011 – DISCLOSABLE PECUNIARY INTERESTS (DPI's) Members are reminded of the following resolution that was agreed at the Statutory Annual Meeting of the Town Council on Tuesday 17th May 2022: - "7 LOCALISM ACT 2011 – DISCLOSABLE PECUNIARY INTERESTS (DPI's) Members were 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. As a precautionary measure, until there is a definitive determination of the above DPI issue by Government Regulation the Town Council was 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 in October/November each year" and it was RESOLVED: - accordingly." Members are recommended to agree a similar General Dispensation to all Members in respect of the setting of the Annual Precept

Members to receive an update from The Chief Officer on the progress of the budget preparation.

Members are requested to agree a budget meeting on 10th January to agree the budget and determine a precept for 2022/2023 – subject to MDC Section 151 officer agreement for extension.

12 GRANTS AND DONATIONS

Donations from previous Mayor fund for the sum of £1000.00 No other requests have been received.

14 PROVIDENCE CAR PARK

To receive and update from Chief Officer and Cllr Rawlinson – EV charging stations.

13 ALLOTMENTS

To receive an update from the Chief Officer.

14 COMMUNITY FRIDGE

To receive an update from the Chief Officer.

15 STATION HOUSE

To discuss and pass any resolution as necessary

16 TOWN SIGNS

To receive an update from the Chief Officer.

17 KINGS CORONATION.

To discuss and pass any resolution as necessary.

18 CIVIC RECEPTION AND CIVIC LUNCH OR DINNER

To receive an update from Cllr Calver, discuss potential dates for Civic Luncheon and Civic Reception.

24th February 2023 – Civic Reception – Details to be confirmed

12th March 2023 – Civic Luncheon or Dinner -Details to be confirmed

19 COMMUNITY ENGAGEMENT TEAM

To discuss allocation of hours and ongoing town support.

20 CHRISTMAS ACTIVITIES

To discuss recent activities, including Christmas Fayre and tree lighting ceremony and to receive an update from the Chief Officer.

To pass any resolutions as necessary.

21 CHRISTMAS OFFICE CLOSURE.

Members to agree closure of office for Christmas period and pass resolution.

23 DATES OF NEXT MEETING:

Budget 10/01/2023

Statutory to be agreed

24 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.

25 STAFFING MATTERS

To receive an update from the recent staffing committee meeting and to pass any resolution as necessary.

26 Allotments in Arcadia Road

To receive a report from the Town Mayor

27 Station House

To receive a report from the Town Mayor

28 UNIFORM PURCHASE

To receive costs from the Chief Officer for staff uniform and pass any resolution as necessary.

29 CLOSURE OF THE MEETING

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