



Councillor Bob Calver, Town Mayor

Nichola Payne, Chief Officer

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Council Offices

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7th March 2023

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 14th MARCH 2023 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 – 7th March 2023

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.

3 TOWN MAYOR'S ANNOUNCEMENTS

To receive the Town Mayor's announcements.

4 CO-OPTIONS

To review applications received for casual vacancies and pass resolution, as necessary.

5 MINUTES

To confirm and sign the Minutes of the Meetings of the Town Council held on 14th February 2023 and 21st February 2023.

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 ACCOUNTS AND TRANSFER OF FUNDS

- a) To approve and sign the monthly reconciliations for February 2023.
- b) To agree the transfer of funds for March 2023 to meet the Town Council's financial requirements.
- c) To receive and agree the comparison of actual to budgeted payments.
- d) To agree payment set up of staff salaries, to ensure salaries are paid automatically.

8 MID TERM AUDIT

To receive costs from the Chief Officer to carry out a full mid term audit and pass any resolution where necessary.

9 CHIEF OFFICER'S REPORT

To receive the Chief Officers report and pass any Resolutions and orders, as necessary.

10 CO-ORDINATORS' REPORTS

To receive co-ordinators' reports:

- General Purposes
- Highways
- Environment
- Health and Wellbeing

Members are requested to pass any Resolutions as necessary.

11 DISTRICT COUNCILLORS' REPORTS

To receive District Councillors' reports.

12 BURNHAM EVENTS

To receive an update from the Mayor on the recent awards ceremony and civic reception.

13 ELECTIONS – PURDAH

To receive information from the Chief Officer in relation to Purdah and the upcoming elections.

14 ANNUAL TOWN MEETING

To discuss and pass resolution where necessary on the date for the next Annual General Meeting to be held.

15 INCLUSIONS OF STAFF INTO THE PENSION SCHEME

To receive information from the chief officer in relation to the inclusion of staff into the pension scheme.

- 16 REVIEW TOWN COUNCIL POLICIES**
To receive an update on the proposed programme for reviewing the council policies and the formation of a working party.
- 17 BURNHAM IN BLOOM 2023**
To discuss and pass resolution where necessary to re-introduce Burnham in Bloom for 2023.
- 18 FUNDING FOR BENCH**
Funding has been approved via ECC for the purchase of a commemorative bench, Council to pass resolution where necessary to agree the bench and allow funding to proceed.
- 19 'PUBLIC FORUM'**
To discuss and pass resolution where necessary on the inclusion of a public forum session to be added to the end of the agenda.
'Public Forum should be used for members of the public to bring to the table items they wish to see on future agendas and or notify the council of any issues they may wish to bring to the council's attention.
- 20 TOWN SIGNS**
To discuss and pass resolution as necessary on the purchase and placement of the town signs.
- 21 CONFERENCE ROOM SYSTEM UPGRADE**
To receive quotations from the Chief Officer and pass resolution where necessary for the upgrade of conference system within the chambers which is utilised by the South East Planning Team on a monthly basis.
- 22 GRANTS AND DONATIONS**
To discuss application received pass resolution, as necessary.
- 23 STREET TRADERS / MARKET DAY**
The Chief Officer to provide further information on the request for a street trader and pass resolution where necessary.
- 24 COMMUNITY FRIDGE/COMMUNITY SHOP**
To discuss and pass resolution where necessary on the placement of the community fridge. There has been a request from a resident to investigate the possibility of having a community shop, there is a similar operation in Purleigh
- 25 KINGS CORONATION.**
To receive an update from the chief officer in relation to a picnic in the park for the coronation and pass any resolution where necessary.
- 26 COMMUNITY ENGAGEMENT TEAM**
To receive an update and report from the Chief Officer regarding ongoing progress from the community engagement team within the town.
- 27 STAFFING COMMITTEE**
To receive nominations from councillors to join the staffing committee and pass any resolution where necessary.
- 28 MAINTENANCE CONTRACTS**

To review and pass resolution where necessary on the renewal of the landscaping and Grass Cutting Contract

29 TREE WORKS

To discuss and pass resolution where necessary on the previous project to carry out tree works across burnham.

30 ALLOTMENTS

To receive an update on the North facing Hedge Cutting and pass any resolution where necessary.

31 TOWN WARDEN UNIFORM

To receive costs for town warden uniform and pass any resolution where necessary.

32 DIARY DATES

To discuss and amend dates where required.

33 DATES OF NEXT MEETING:

Planning Tuesday 28th March 2023

Council Tuesday 11th April 2023

34 EXCLUSIONS 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.

35 STAFFING MATTERS

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

To receive an update on day-to-day staffing matters.

36 STATION HOUSE

To receive an update from the Chief Officer.

37 ALLOTMENTS

To receive an update from the Chief Officer

38 CLOSURE OF THE MEETING

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