



**Councillor Bob Calver, Town Mayor**

**Nichola Payne, Chief Officer**

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**Council Offices**

**Chapel Road**

**BURNHAM-ON-CROUCH**

**Essex**

**CM0 8JA**

8<sup>th</sup> February 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 14<sup>th</sup> FEBRUARY 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 – 8<sup>th</sup> February 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 COUNCILLOR RESIGNATIONS**

To receive resignations.

## **5 CO OPTIONS**

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

## **6 MINUTES**

To confirm and sign the Minutes of the Meetings of the Town Council held on 15<sup>th</sup> November 2022, 13<sup>th</sup> December 2022, 10<sup>th</sup> January 2023, 17<sup>th</sup> January 2023.

## **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 (10 minutes allowed).

## **8 CHIEF OFFICERS REPORT**

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

## **9 CO-ORDINATORS' REPORTS**

To receive co-ordinators' reports:

- General Purposes
- Highways
- Environment
- Health and Wellbeing

**Members are requested to pass any Resolutions as necessary.**

## **10 DISTRICT COUNCILLORS' REPORTS**

To receive District Councillors' reports.

## **11 COUNTY COUNCIL REPRESENTATIVES' REPORTS**

To receive County Council representatives' reports.

## **12 REVIEW TOWN COUNCIL POLICIES**

To discuss and pass resolution where necessary to enable a review of council policies to meet with any changes to current legislation.

**13 ACCOUNTS AND TRANSFER OF FUNDS**

- a) To approve and sign the monthly reconciliations of accounts from April 2022 to January 2023.
- b) To agree the transfer of funds for February 2023 to meet the Town Council's financial requirements.
- c) To receive and agree the comparison of actual to budgeted payments.
- d) To Discuss and pass resolution as necessary on updated banking mandates and authorised signatories.

**14 FINANCIAL PRE-AUDIT**

To receive an update from the Deputy Mayor.

**15 DIARY DATES**

To discuss and amend dates where required.

**16 GRANTS AND DONATIONS**

To discuss and pass resolution, as necessary.

**17 STREET TRADERS / MARKET DAY**

To discuss the current set up of the market and number of stall holders, to discuss the proposal of a street seller and pass any resolution where necessary.

**18 COMMUNITY FRIDGE**

To receive an update from the Chief Officer.

**19 KINGS CORONATION.**

To receive update from the Chief Officer.

**20 COMMUNITY ENGAGEMENT TEAM**

To receive an update from the Chief Officer.

**21 DATES OF NEXT MEETING:**

**Planning** Tuesday 28<sup>th</sup> February 2023

**Council** Tuesday 14<sup>th</sup> March 2023

**22 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.

**23 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.

**24 STATION HOUSE**

To receive an update from the Town Mayor.

**25 ALLOTMENTS**

To receive an update from the Chief Officer

**26 CLOSURE OF THE MEETING**

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