



Councillor Vanessa Bell, Town Mayor

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8th February 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 15TH FEBRUARY 2022 at 7.30pm.**

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.

Face coverings are encouraged to be worn. The temporary Town Clerk will keep a register of all attendees to allow for 'Track and Trace' should the need arise.

Yours faithfully

Joanna Jeffery

Joanna Jeffery
TEMPORARY TOWN CLERK - 8th February 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 Statutory Meeting of the Town Council held on Monday 24th January 2022.

5 PLANNING COMMITTEE MINUTES

To receive and sign the confirmed Minutes of the Planning Meeting held on Monday 24th January 2022.

6 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

To receive questions from the public and press (10 minutes allowed).

7 TOWN CLERK'S REPORT

8 DIARY DATES

9 CO-ORDINATORS' REPORTS

To receive co-ordinators' reports:

- General Purposes – Councillor Stamp
- Highways – Councillor Rawlinson
- Environment – Councillor Carter
- Health and Wellbeing – Cllr Munford

Members are requested to pass any Resolutions as necessary.

10 DISTRICT COUNCILLORS' REPORTS

To receive District Councillors' reports.

11 TOWN COUNCIL REPRESENTATIVES' REPORTS

To receive Town Council representatives' written reports.

12 ACCOUNTS AND TRANSFER OF FUNDS

- a) To approve the payment of accounts up to 11th February 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 January 2022.
- c) To receive the bank reconciliations.

13 GRANTS AND DONATIONS

The remaining budget for 2021/22 is £2850

To discuss a donation request from Burnham Junior Parkrun.

To discuss a donation request of £750 for the Essex Air Ambulance shop.

Members are requested to consider and determine the above.

14 PROVIDENCE CAR PARK

Refer to Highways Report.

15 ALLOTMENTS

To receive an update from the Temporary Town Clerk.

To discuss and agree the purchase of a shed.

16 PLATINUM JUBILEE CELEBRATION

To discuss any potential celebrations.

To discuss any souvenir gifts for residents of Burnham.

To discuss the purchase of a Platinum Jubilee Bench – Cllr Stamp.

To pass any resolution as necessary.

17 HEALTH AND WELLBEING PLAN

Update from Cllr Munford

18 PUBLICITY

To discuss and agree a publicity strategy for Burnham Town Council.

19 CIVIC RECEPTION

To receive an update from Cllr Wilson

20 COMMUNITY ENGAGEMENT TEAM

To discuss allocation of hours.

21 TOWN SIGN

To discuss and agree the purchase of town signs.

22 NOMINATIONS FOR MALDON DISTRICT COUNCIL JOINT STANDARDS COMMITTEE.

Two nominations are sought from the district to fill two vacancies.

The committee membership period will cover the municipal year from May 2022 – May 2023.

23 TALKING LAMPOST PROJECT

To receive an update from Cllr Carter.

To pass any resolutions as necessary.

24 LOCAL HIGHWAYS PANEL SCHEME REQUEST

To discuss and agree scheme request for a Give Way sign at Stoney Hills.

25 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 (10 minutes allowed).

26 DATE OF NEXT MEETING

Members to note the following: 15.03.22, 19.04.22, 17.05.22.

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 STAFFING MATTERS

To receive a recommendation from the Staffing Committee and to pass any resolution as necessary.

29 TO DISCUSS AND AGREE SERVICE LEVEL AGREEMENT FOR IT SUPPORT

30 CLOSURE OF THE MEETING

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