



**Councillor Bob Calver, Town Mayor**

**Nichola Payne, Chief Officer**

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**Council Offices**

**Chapel Road**

**BURNHAM-ON-CROUCH**

**Essex**

**CM0 8JA**

11<sup>th</sup> January 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 17<sup>th</sup> JANUARY 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 – 11<sup>th</sup> January 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 MINUTES**

To confirm the Minutes of the Meetings of the Town Council held on 15<sup>th</sup> November 2022, 13<sup>th</sup> December 2022.

## **5 PLANNING MINUTES**

To confirm and sign the Minutes of the Meetings of the Town Council held on 29<sup>th</sup> November 2022, 13<sup>th</sup> December 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 CHIEF OFFICERS REPORT**

To receive the Chief Officers Report and pass any Resolutions and Orders as necessary.

## **8 DIARY DATES**

To discuss and amend dates as required.

## **9 PREVIOUS MINUTES 2022/2023**

To discuss and pass resolution where necessary to confirm approval of all previous minutes for 2022/2023 and agree to upload onto the Council website.

## **10 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.**

## **11 DISTRICT COUNCILLORS' REPORTS**

To receive District Councillors' reports as appropriate.

## **12 TOWN COUNCIL REPRESENTATIVES' REPORTS**

To receive Town Council representatives' reports where appropriate.

**13 GENERAL PURPOSES CO ORDINATOR ROLE**

To agree the resignation of Cllr Stamp as general purposes Co Ordinator and discuss the role going forward.

**14 ACCOUNTS AND TRANSFER OF FUNDS**

a) To approve and sign the monthly reconciliation of accounts from April 2022 to December 2022 and to agree the transfer of funds for January 2023 to meet the Town Council's financial requirements.

b) To discuss and pass resolution where necessary dates for the appointment of the internal auditor for the 2022/2023 accounts.

**15 ORIGINAL BUDGET – PROJECTED OUTTURN 2022/2023**

To receive and agree the final comparison of actual to budgeted payments and receipts from April 2022 to December 2022.

**16 ORIGINAL BUDGET – 2023/2024**

To receive the final budget proposal including any issues brought forward from previous meetings to reflect the Town Council's commitments and spending plans and agree the 2023/2024 Precept.

**17 NOTIFICATION TO MALDON DISTRICT COUNCIL**

The District Council set the overall "Tax Base" at its Council Meeting held on 3 November 2022.

**Maldon District Council has asked that Town and Parish Councils submit their Precept requirements, for 2023/2024, by no later than 20<sup>th</sup> January 2022.**

This information will then be aggregated with the District Council's recommended Council Tax levels as discussed at the Strategy and Resources Committee at its Meeting on **26 January 2023**, and presented to the Council Meeting on **22 February 2023**, at which it will formally set the 2023/2024 District Council Tax levels (including the local precept element from Town and Parish Councils).

The full Council Tax levels (including information from Essex County Council, Essex Fire Authority and the Police and Crime Commissioner) will be set at the Council meeting on **22 February 2023**.

**18 GRANTS AND DONATIONS**

To discuss and pass resolution on a request received for donation from the Golf Club.

**19 PROVIDENCE CAR PARK**

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

**20 COMMUNITY FRIDGE**

To receive an update from the Chief Officer.

**21 STATION HOUSE**

Requests from members of the public regarding the renting of accommodation in the station house and the formation of a committee.

**To discuss and pass any resolution as necessary**

**22 TOWN SIGNS**

To receive an update from the Chief Officer.

**23 BURNHAM BEACHES**

To discuss the possibility of the installation of the beach on the quay.

**24 KINGS CORONATION.**

To discuss and pass any resolution as necessary.

**25 CIVIC AWARDS AND CIVIC RECEPTION**

To receive an update from Chief Officer and Cllr Calver,

**26 COMMUNITY ENGAGEMENT TEAM**

To discuss report and allocation of hours and ongoing town support.

**27 DATES OF NEXT MEETING:**

**Planning** Tuesday 31<sup>st</sup> January 2023

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

**28 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.

**29 STAFFING MATTERS**

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

**30 Allotments in Arcadia Road**

To receive a report from the Town Mayor

**31 Station House**

To receive a report from the Town Mayor

**32 UNIFORM PURCHASE**

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

**33 CLOSURE OF THE MEETING**

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