



Councillor Vanessa Bell, Town Mayor

Sarah Grimes PSLCC, Town Clerk
Telephone: 01621 783 426
email office@burnhamtowncouncil.com

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

8th October 2021

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 19th OCTOBER 2021 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 October 2021

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 CO-OPTION

Members are requested to receive written applications for the office of Town Councillor and co-opt candidates to fill one vacancy in the North Ward and one vacancy in the South Ward.

Candidates have completed a short application form and confirmed their eligibility for the position of Councillor within the statutory rules (Local Government Act 1972 section 79). Forms have been returned to the Temporary Town Clerk by the prescribed deadline (12th. October 2021).

Eligible candidates will be invited to attend the meeting and speak for a maximum of five minutes. Candidates will be asked to introduce themselves and answer pre-prepared questions from Members. The process will be carried out in the public session. Following candidates' submissions, the Council will proceed to a vote.

4 TOWN MAYOR'S ANNOUNCEMENTS

To receive the Town Mayor's announcements.

5 MINUTES

To confirm and sign the Minutes of the Statutory Meeting of the Town Council held on Tuesday 21st September 2021.

6 PLANNING COMMITTEE MINUTES

To receive and sign the confirmed Minutes of the Planning Meetings held on Tuesday 21st September 2021 and 5th October 2021.

7 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

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

8 TOWN CLERK'S REPORT

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

9 DIARY DATES

10 CO-ORDINATORS' REPORTS

To receive co-ordinators' reports:

- General Purposes – Councillor Stamp

- Highways – Councillor Calver
- Environment – Councillor Bell covering

Members are requested to pass any Resolutions as necessary.

11 DISTRICT COUNCILLORS' REPORTS

To receive District Councillors' reports.

12 TOWN COUNCIL REPRESENTATIVES' REPORTS

To receive Town Council representatives' written reports.

13 ACCOUNTS AND TRANSFER OF FUNDS

- To approve the payment of accounts for August/September 2021 and to agree a transfer of funds to meet the Town Council's financial requirements.
- To note the comparison of actual to budgeted payments and receipts to August/September 2021.
- To receive the bank reconciliations.

14 GRANTS AND DONATIONS

The remaining budget for 2021/22 is £3500

To consider a request from Burnham Rotary Club for a donation for the 10km run to be held on Sunday 17th October 2021.

Members are requested to consider and determine the above.

15 ALLOTMENTS

To receive an update from the Temporary Town Clerk.

16 TOWN SIGN

To receive an update on the above.

17 ESSEX HIGHWAYS DEVOLUTION PILOT

All Members have received information in relation to the above. The offer being made is for Parish and Town Councils to be involved in a pilot scheme over the next 6-12 months delivering services (including grass cutting and special verge maintenance, weed control, tree and hedge cutting, minor repairs to footways, installing and maintaining signs, maintaining bus shelters and maintenance of PROWS) in collaboration with Essex County Council.

Members are requested to consider and determine the above.

18 REMEMBRANCE DAY

To receive an update on arrangements for the above and to pass any resolutions as necessary.

19 BURNHAM TOWN COUNCIL TIES AND BADGES

At the request of Councillor Rawlinson, to discuss the purchase of ties and badges to be worn on official duties by Councillors.

Members are requested to consider and determine the above.

20 HEALTH AND WELLBEING GROUP

To approve Terms of Reference for the Health and Wellbeing working group.

21 REOPENING OF TOWN COUNCIL OFFICE

To discuss and pass any resolution as necessary

22 CHRISTMAS LIGHTS

Cllr Coles to give an update.

To discuss and pass any resolution as necessary.

23 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).

24 DATE OF NEXT MEETING

Members to note the following: 16.11.21: 14.12.21. Temporary Town Clerk to circulate dates for Members' informal budget meetings.

25 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.

26 STAFFING MATTERS

To receive an update from the Mayor and the Temporary Town Clerk.

Members to pass any resolutions as necessary.

27 CLOSURE OF THE MEETING

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