



Councillor Bob Calver, Town Mayor

Nichola Payne, Chief Officer

Telephone: 01621 783 426

Email:

townclerk@burnhamoncrouchtowncouncil.gov.uk

Council Offices

Chapel Road

BURNHAM-ON-CROUCH

Essex

CM0 8JA

12th April 2023

ALL COUNCILLORS BURNHAM-ON-CROUCH TOWN COUNCIL

Dear Sir/Madam,

EXTRA ORDINARY COUNCIL MEETING

You are summoned to attend an **Extra Ordinary Council Meeting of the Burnham-on-Crouch Town Council**, to be held at The Council Chamber on **TUESDAY 18TH APRIL 2023 @ 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.

Yours faithfully

Bob Calver

Cllr Bob Calver

TOWN MAYOR – 12th April 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 and sign the Minutes of the Meetings of the Town Council held on 14/02/2023, 21/02/2023, 14/03/2023, 28/03/2023.

5 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).

6 ACCOUNTS AND TRANSFER OF FUNDS

- a) To approve and sign the monthly reconciliations for March 2023.
- b) To agree the transfer of funds for April 2023 to meet the Town Council's financial requirements.
- c) To agree the comparison of actual to budgeted payments and receipts to March 2023
- d) To receive the budget sheet for 2023/2024
- e) To agree payment set up of staff salaries, to ensure salaries are paid automatically.
- f) To agree payment set up of all contractors.

7 REVIEW TOWN COUNCIL POLICIES

To receive an update on the programme for reviewing the council policies.

8 CO-ORDINATORS' REPORTS

To receive co-ordinators' reports:

- General Purposes
- Highways
- Environment
- Health and Wellbeing

Members are requested to pass any resolutions, as necessary.

9 TOWN COUNCILLORS' REPORTS

To receive Town Councillors' reports.

10 ANNUAL PARISH MEETING

To update council on the details of the Annual Parish Meeting.

11 STATION HOUSE

To receive an update on the current position of the Station House

- 12 TOWN SIGNS**
To receive an update from the Chief Officer on the legislative requirement for boundary signs. Discuss and pass resolution as necessary on the purchase and placement of the town signs.
- 13 GRANTS AND DONATIONS**
To discuss application received pass resolution, as necessary.
- 14 KINGS CORONATION.**
To receive a progress report on the coronation events.
- 15 DIARY DATES**
To receive diary dates.
- 16 'PUBLIC FORUM'**
'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. (10 minutes allowed)
- 17 DATES OF NEXT MEETING:**
Planning Tuesday 25th April 2023
Annual Town Meeting 25th April 2023
Statutory Annual Town Council Tuesday 9th May 2023
- 18 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.
- 19 STAFFING MATTERS**
To receive an update on day-to-day staffing matters.
- 20 STATION HOUSE**
To receive an update on the station house.
- 21 CLOSURE OF THE MEETING**
To close the Meeting having considered and determined all items of business.