



BURNHAM ON CROUCH TOWN COUNCIL

MINUTES OF THE EXTRA ORDINARY MEETING OF THE BURNHAM-ON-CROUCH TOWN COUNCIL HELD ON MONDAY 28th JUNE 2021 AT 7.30pm AT THE COUNCIL CHAMBER, CHAPEL ROAD, BURNHAM ON CROUCH, ESSEX.

Present: Councillors V. Bell (Town Mayor), B. Calver, J. Donnelly, M-A. Munford, W. Stamp and K. Coles.

In Attendance: J Jeffery Temporary Town Clerk.

63 APOLOGIES FOR ABSENCE

No apologies for absence were received.

64 DECLARATION 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.

There were none.

65 RE-OPENING OF THE COUNCIL CHAMBER FOR MEETINGS OF THE TOWN COUNCIL

Further to Minute 272 c) of the Extraordinary Meeting of the Town Council held on Friday 20 March 2020, Members are requested to confirm, by Resolution, the re-opening of the Council Chamber for Meetings of the Town Council, subject to the implementation of control measures as specified in the professional Covid-19 secure risk assessment (in particular page 8), carried out on 2 June 2021.

RESOLVED: Agreed retrospectively, the re-opening of the Council Chamber for Meetings of the Town Council.

66 GENERAL POWER OF COMPETENCE

All Members have received a copy of the Town Clerk's report, regarding the above.

RESOLVED: - These were noted.

67 RISK MANAGEMENT AND INTERNAL CONTROLS

- i) All Members have received a copy of the Town Clerk's report on risk management and internal controls.

RESOLVED: - These were noted.

Cllr Donnelly left the meeting at 7.52pm.

- ii) All Members have received a copy of the updated risk management scheme, drafted by the Town Clerk.

RESOLVED: - that the risk management scheme to approved and adopted.

- iii) All Members have received a copy of the updated statement of internal controls, drafted by the Town Clerk.

RESOLVED: - that the updated statement of Internal controls be approved and adopted.

68 ASSET REGISTER

Subject to all Members having received a copy of the report, following the professional valuation of the Council's assets on Wednesday 16th June 2021,

Members are requested to note that:

- i) The Council's asset register will be updated accordingly and,
- ii) The Council's insurers will be advised of the asset valuations.

Item deferred as no report has been received.

69 ANNUAL INTERNAL AUDIT REPORT

Members to note the internal audit report for 2020/2021 (Annual Governance and Accountability Return (AGAR) 2020/21 page 3).

Cllr Stamp raised concerns that no Internal Auditor's report had been submitted.

Members agreed that the Internal Auditor must be changed for year 2021/2022.

RESOLVED: - These were noted.

70 ANNUAL GOVERNANCE STATEMENT – ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2020/2021

Members are requested to consider the Annual Governance Statement (review of the effectiveness of the system of Internal Control) and approve, by Resolution, section 1: the Annual Governance Statement, of the Annual Governance and Accountability Return for 2020/2021.

The Chairman and the Clerk of the Meeting will sign the Annual Governance Statement.

Concerns were raised regarding re-stated figures, with no explanation given due to RFO absence.

RESOLVED: - that section 1: the Annual Governance Statement, of the Annual Governance and Accountability Return for 2020/21, be approved and signed.

71 ACCOUNTING STATEMENTS – ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2020/2021

Members are requested to consider and approve, by Resolution, section 2: Accounting Statements, of the Annual Governance and Accountability Return for 2020/2021.

The Chairman of the Meeting will sign the Accounting Statements.

RESOLVED: - that section 2: Accounting Statements, of the Annual Governance and Accountability Return for 2020/2021 be approved and signed.

72 PERIOD OF EXERCISE OF PUBLIC RIGHTS

Members to note that arrangements will be made for the publication of information required by Regulation 15 (2) of the Accounts and Audit Regulations 2015, including details of the period for the exercise of public rights. Sections 25 to 27 of the Local Audit and Accountability Act 2014 contain provisions giving interested persons and local government electors certain rights of inspection of the accounts and accounting records.

Note: **The Accounts and Audit (Amendment No. 2) Regulations 2021** came into force on 3 June 2021. This means that the period for the exercise of public rights for 2021 must be a period of 30 consecutive working days set by the RFO, but including the first ten working days in July. (Statutory audit deadlines for 2019-20 for Category 2 smaller authorities, including town and parish councils, were extended under The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (effective 30.04.20)).

RESOLVED: - These were noted.

73 PROVISION OF IT. DEVICES FOR COUNCILLORS

To consider the provision of dedicated Burnham Town Council devices for Councillors in order to mitigate the risk of data breaches and, if approved to authorize the Clerk to obtain quotations and report back to the July Meeting of the Town Council accordingly.

RESOLVED: - It was agreed for the Temp Town Clerk to gather costings and bring to a future meeting.

74 EXCLUSION OF THE PRESS AND PUBLIC

Councillors to Resolve that by virtue of the provision 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.

AGREED

75 STAFF MATTERS

- i) To receive a report from the Staffing Committee, following a Meeting held on Friday 18 June 2021 and,
- ii) To receive a report from the Temporary Town Clerk regarding the provision of employment support services.

RESOLVED: Members agreed to accept the service proposal of employment support services.

76 CLOSURE OF THE MEETING

To close the Meeting, having considered and determined all items of business.
Meeting closed at 9.28pm.