



BURNHAM ON CROUCH TOWN COUNCIL

MINUTES OF THE STATUTORY MEETING OF THE BURNHAM-ON-CROUCH TOWN COUNCIL HELD ON TUESDAY 19th^t JULY 2022 AT 7.30pm AT THE CHAMBER HALL, COUNCIL OFFICES, CHAPEL ROAD, BURNHAM ON CROUCH, ESSEX.

Present: Councillors B. Calver (Town Mayor), D. Rawlinson, W. Stamp, K. Coles and J. Donnelly.

89 APOLOGIES FOR ABSENCE

To receive apologies for absence.

Apologies were received from Cllr K. Wilson.

90 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.

Cllr B Calver Non Pecuniary Interest – Burnham Sailing Club – Cllr Calver will contribute but not vote.

Cllr W. Stamp Non Pecuniary Interest – Maldon District Council and Essex County Council.

91 TOWN MAYOR'S ANNOUNCEMENTS

To receive the Town Mayor's announcements.

I was delighted to put in an appearance at the St Mary's School PTA summer fete which was a vibrant and lively affair.

I also judged and decided winners for the Health and Wellbeing logo design competition and winners were Teddy Clayton, first, Lila Noonan second – both of County Primary and third was Scarlett Drury of St Mary's. A certificate was awarded to each of them and a voucher for tickets to the Rio Cinema.

With other councillors it was fun to be clue number three on the BBC Radio Essex quest which saw me, Councillors Stamp and Rawlinson interviewed live outside the Tommy Garden.

Representing Burnham I attended the Chair of Essex County Council's reception which was a very grand affair with a lot of other 'chains' in attendance.

Signed

Councillor Bob Calver (Town Mayor)

I was also co-opted onto the staff committee to replace Councillor Munford and I was impressed by the hard work and dedication of Councillors Rawlinson, Wilson and Stamp.

Finally, and very proudly, I was part of the welcome line up when HRH Princess Anne visited the Royal Corinthian. I was in the line next to the Chief Constable and to be so close to a policeman and not have to produce my driving licence was a welcome change.

Cllr Stamp respond to the Town Mayor's announcement by Thanking Cllr Calver for getting out and about to represent the town.

92 TO ACCEPT THE RESIGNATION OF THE DEPUTY TOWN MAYOR, COUNCILLOR MARY ANN MUNFORD, AND TO ELECT A NEW DEPUTY TOWN MAYOR FOR 2022/2023.

To receive nominations for Deputy Mayor.

Cllr Stamp proposed Cllr Rawlinson, seconded by Cllr Donnelly, agree unanimously.

RESOLVED: Cllr Radwlinson was elected Deputy Mayor for the year 2022/2023.

93 ACCEPTANCE OF RESIGNATIONS OF COUNCILLORS BELL, STANBURY AND CARTER.

To accept the resignations of Councillor Bell, Councillor Stanbury and Councillor Carter.

RESOLVED: The resignations of Cllr's Bell, Varter, Munford and Stanbury were accepted and noted.

94 MINUTES

To confirm and sign the Minutes of the Meeting of the Town Council held on Tuesday 21st June 2022.

To confirm and sign outstanding minutes of meetings of the Town Council held on dates to be confirmed at meeting.

AGREED

RESOLVED: Cllr Calver duly signed the minutes of the meetings held on 24th January 2022, 15th February 2022 and 21st June 2022.

95 PLANNING COMMITTEE MINUTES

To receive and sign the confirmed Minutes of the Planning Meetings held on Tuesday 21st June 2022 and Tuesday 5th July 2022.

RESOLVED: Defer to next meeting.

96 STAFFING COMMITTEE MINUTES

To receive and agree the signed minutes from the Staffing Committee for noting, 10th June 2022, 17th June 2022, 24th June 2022 and 8th July 2022.

RESOLVED: Agreed

97 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

There was no public present at the meeting.

Signed

Councillor Bob Calver (Town Mayor)

98 TOWN CLERK'S REPORT

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

- a) Request from Ormistan Rivers Academy for Partnership working within the local community.

RESOLVED: Further communication in September 2022 for partnership working with Ormistan Rivers Academy.

99 DIARY DATES – Noted.

100 CO-ORDINATORS' REPORTS

To receive co-ordinators' reports:

- General Purposes – Councillor Stamp
- Highways – Councillor Rawlinson informed that quotes for providence car park are still outstanding.

A complaint has been received from the Carnival Committee regarding the High Street being poorly maintained, Cllr Stamp will carry this forward to Essex County Council.

An issue with double yellow lines at Devonshire Road has now been rectified.

- Environment – A tree survey is due, three quotes needed for September meeting. Litter has been dumped in Pannells Brook, Cllr Rawlinson kindly offered to take a look.

Quotes from Skippers are also due in September.

Cllr Stamp informed that litter picking is still happening around the town.

Cllr Stamp proposed that in the absence of a Environment Co-ordinator, the Office Admin Assistant takes on the role in the interim and provides a report monthly to Council.

Members are requested to pass any Resolutions as necessary.

101 DISTRICT COUNCILLORS' REPORTS

To receive District Councillors' reports.

Cllr Stamp reported she had attended a Strategy and Resources Meeting At Maldon District Council, the update on the pontoon is that it does need replacing but funding will not be available until 2024/2025. This will be discussed at the full council meeting in September, however, Cllr Stamp has made Maldon District Council that there will be civil unrest if nothing is progressed.

102 TOWN COUNCIL REPRESENTATIVES' REPORTS

To receive Town Council representatives' reports.

Cllr Coles reported that electrical testing is currently being carried out in preparation for the Christmas lights. Due to the vandalism last year it was felt that it was too much of a risk to have an illuminated Christmas tree at the Council Office, however, it was agreed to purchase a Christmas Tree.

Cllr Donnelly informed the Bus Users Group are preparing a meeting, but the date is to be confirmed.

Cllr Calver informed that a list of dignitaries is needed for the Burnham Week Cocktail Party, The Clerk will compile and email. Cllr Calver will ask Burnham Week to raise an invoice for the fireworks contribution and also ask for a copy of the insurance.

Signed

Councillor Bob Calver (Town Mayor)

103 ACCOUNTS AND TRANSFER OF FUNDS

- a) To approve the payment of Accounts for July 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 July 2022.
- c) To receive the bank reconciliations.

RESOLVED: PROPOSED BY CLLR CALVER, SECONDED BY Cllr COLES, AGREED.

104 INTERNAL CONTROLS

All Members have received a copy of the updated statement of Internal Controls drafted by the Town Clerk.

Members are requested to consider and adopt the above.

RESOLVED: PROPOSED BY CLLR CALVER, SECONDED BY CLLR STAMP, AGREED.

105 RISK MANAGEMENT

All Members have received a copy of the risk management scheme drafted by the Town Clerk

Members are requested to consider, amend (if necessary) and adopt the above.

Cllr Stamp informed that the risk level had been raised for staffing.

Cllr Calver Thanked Cllr Stamp.

RESOLVED: that the risk management scheme be approved and adopted..

106 ASSET REGISTER

A local authority should maintain a primary document as part of a system of financial control of its assets. All Members have received a copy of the Council's asset register carried out by a professional valuer.

RESOLVED: that the asset register be approved.

107 ANNUAL GOVERNANCE STATEMENT, ACCOUNTING STATEMENTS AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2021/22

All Members have received a copy of the reports on:

- a) Members to note the annual internal audit report for 2021/22.
- b) Members 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 2020/21. The Chairman and the Clerk of the Meeting will sign the Annual Governance Statement

RESOLVED: that section 1: the Annual Governance Statement of the Annual Governance and Accountability Return for 2021/2022 be approved and signed.

- c) Members to consider and approve, by Resolution, section 2: Accounting Statements, of the Annual Governance and Accountability Return for 2021/22. The Chairman and the RFO of the Meeting will sign the Accounting Statements.

RESOLVED: that section 2: the Annual Governance Statement of the Annual Governance and Accountability Return for 2021/2022 be approved and signed.

- d) Members to note that arrangements will be made for the publication of information required by Local Audit and Accountability Act 2014 Sections 26 and 27 of the

Signed

Councillor Bob Calver (Town Mayor)

Accounts and Audit Regulations 2015 (SI2015/234), including the period for the exercise of public rights.

Cllr Calver proposed signing of Sections 1 and 2 of the Annual Governance Statement, seconded by Cllr Rawlinson.

108 IT EQUIPMENT

To discuss the provision of equipment, upgrade for office.

To discuss and pass any resolution as necessary.

Cllr Stamp proposed that both office desktops and screens are upgraded, it was agreed by all that the preferred supplier would be a suitable provider. A quote will be obtained to include two laptops for office staff, seconded by Cllr Rawlinson.

RESOLVED: A quote to be obtained to upgrade IT equipment for office staff.

109 GRANTS AND DONATIONS

No requests have been received for this Meeting.

A request has been made by the Carnival Committee, it was agreed to ask the Committee to provide a written quote with explanation and a copy of audited finances for discussion at the September meeting.

110 CASUAL VACANCY

To receive an update from the Temporary Town Clerk

To resolve that the Town Council co-opt to fill the vacant seats in the North and South ward of the town and that the notices of co-option be published for a period of twenty-eight days.

The Clerk will contact Maldon District Council to confirm no election has been called.

111 PILL BOX BENCHES

To receive an update, to discuss and pass any resolution as necessary.

It was agreed that further investigation to determine ownership is required, the Clerk will contact Maldon District Council for advice.

112 BURNHAM WEEK DONATION

To discuss a request from Cllr Coles to increase the donation given to Burnham Week.

To discuss and pass any resolution as necessary.

It was discussed that applications for such events should be put to Council during October/November to allow for budget setting.

Cllr Stamp proposed a donation of £500 towards the cocktail party, £250 towards fireworks plus a further £250 towards fireworks, totalling £1000 overall, seconded by Cllr Rawlinson. It was felt by Members that Burnham Town Council should appear on advertising to reflect the donation.

RESOLVED: a donation of £500 will be made towards the Cocktail party and a further £500 towards fireworks.

113 CCTV

To discuss previous quotation and agree a revision to include the whole of The Quay. Update from Cllr Stamp.

To discuss and pass any resolution as necessary.

Cllr Stamp informed there are fixed reserves of £25,000 towards this project. Cllr Stamp proposed pursuing this project and to gather costings. The schedule of

Signed

Councillor Bob Calver (Town Mayor)

cameras are to include the Quay, all cameras will be monitored by Chelmsford, seconded by Cllr Coles.

RESOLVED: Cllr Stamp to gather costings for CCTV.

114 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 (ten minutes allowed).

There was no public forum.

115 DATE OF NEXT MEETING

Members to note the following: 20.09.22: 18.10.22: 15.11.22: 13.12.22

116 SUMMER RECESS – DELEGATION OF AUTHORITY 20th JULY To 5th SEPTEMBER 2022

To resolve that "authority be delegated to the Town Clerk, to act in the absence of Town Council, Committee and Sub-Committee Meetings, in consultation with the Town Mayor, Deputy Town Mayor and such other Town Councillors as may be necessary, in all matters except those specifically reserved by Statute for determination by the Town Council".

Cllr Stamp proposed the delegation of authority, except for the Staffing Committee, seconded by Cllr Rawlinson.

RESOLVED: Delegation of authority to be given to the Town Clerk , Town Mayor, Deputy Town Mayor and such other Town Councillors during the period 20th July to 5th September 2022, with the exception of the Staffing Committee.

117 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.

RESOLVED: Proposed by Cllr Stamp, seconded by Cllr Rawlinson.

118 STAFFING MATTERS

To receive an update.

Cllr Stamp gave an update of Staffing matters, Cllr Stamp Thanked the Staffing Committee for all the hard work carried out.

119 CLOSURE OF THE MEETING

To close the Meeting having considered and determined all items of business.
Meeting closed at 9.15pm.

Signed

Councillor Bob Calver (Town Mayor)

ACTION POINTS

Cllr Stamp – Carry forward concerns re High Street

- Obtain quote for desktops, screens and laptops for office staff.
- Gather costings for CCTV.

Cllr Rawlinson – Check litter at Pannells Brook.

Cllr Coles/ Cllr Stamp and Joanna – Order Christmas tree for Council Office

Joanna – Compile a list of dignitaries and email to Burnham Week – Completed.

Email Carnival Committee re donation request.

Email Lynda Elsgood re Casual Vacancies – Completed.

Email Matt Wilson re pill box benches -Completed.

Kassie/Joanna – Obtain three quotes for tree survey.

Kassie – Monthly environment report

Next Agenda Items – Code of Conduct and training.

Signed

Councillor Bob Calver (Town Mayor)