



Councillor Bob Calver, Town Mayor

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**ALL COUNCILLORS  
BURNHAM-ON-CROUCH TOWN COUNCIL**

10<sup>th</sup> May 2023

Dear Sir/Madam,

**STATUTORY ANNUAL MEETING OF THE TOWN COUNCIL**

You are summoned to attend the above **Statutory Annual Meeting** of the Burnham-on-Crouch Town Council to be held in the Council Chamber of these offices on **16<sup>th</sup> May 2023** **at 7.00pm.**

Yours faithfully,

*N Payne*

Chief Officer

**NOTES:**

The Council Chamber has an infra-red loop system. Anyone who requires assistance in hearing the Meeting should ask the Temp Town Clerk who will be pleased to help.

**Sound Recording of Meeting**

Please note that the Council will be recording all parts 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 ELECTION OF TOWN MAYOR

To elect the Town Mayor for 2023/2024.

### 2 DECLARATION OF ACCEPTANCE OF OFFICE - MAYOR

To receive the Town Mayor's Declaration of Acceptance of Office.

### 3 ELECTION OF DEPUTY TOWN MAYOR

To elect the Deputy Town Mayor for 2023/2024.

### 4 DECLARATION OF ACCEPTANCE OF OFFICE – DEPUTY MAYOR

To receive the Deputy Mayor's Declaration of Acceptance of Office.

### 5 DECLARATION OF ACCEPTANCE OF OFFICE - COUNCILLORS

To receive all councillors Declaration of Acceptance of Office.

### 6 APOLOGIES FOR ABSENCE

### 7 DECLARATIONS OF INTERESTS

**All Town Councillors are required to complete their Statutory Declaration 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.

Declarations are to be completed online via Maldon district council at the following link: -

[Register of Members' interests - About you - Self \(achieveservice.com\)](#)

### 8 LOCALISM ACT 2011 – DISCLOSABLE PECUNIARY INTERESTS (DPI's)

Members are reminded that at the Statutory Meeting of the Town Council on Wednesday 16 January 2013 the Town Council adopted the recommendations of the Monitoring Officer for the Maldon District in respect of land owned, or property rented, by Members/spouses and the setting of the Annual Precept, by Members who are MDC Council Taxpayers, constituting DPI's.

**THE TOWN COUNCIL IS RECOMMENDED TO RESOLVE AS FOLLOWS: -**

**“That the Town Council grant a General Dispensation to all Members, in accordance with the pro-forma report set out in the MDC Monitoring Officer's recommendation dated 7 January 2013, as an integral part of the Town Council's Statutory Annual Meeting in May each year and a similar General Dispensation to all Members as an integral part of the Annual Budget Meeting each year”.**

### 9 TOWN MAYOR'S ALLOWANCE

To agree the Town Mayor's allowance for 2023/24 (LGA 1972, SS15 (5) and 35(5)), a budget of £1,000 was previously recommended and approved at the budget meeting in January 2023.

### 10 APPOINTMENT OF TOWN COUNCIL COMMITTEES/WORKING GROUPS

Current committees and working groups are set out below. To discuss and pass resolution on appointment of councillors to each group: -

Committee	Membership
NEIGHBOURHOOD DEVELOPMENT	

PLAN STRATEGY GROUP	
PLANNING	
QUAY WORKING GROUP	
STAFFING COMMITTEE	
STATION HOUSE MANAGEMENT	
TOURISM WORKING GROUP	
LITTER PICKING	
COMMUNICATIONS WORKING GROUP	
HEALTH AND WELLBEING	

## 11 REPRESENTATIVES ON EXTERNAL ORGANISATIONS/BODIES

Current representative groups are set out below. To discuss and pass resolution on the appointment of councillors to each external organisation.

	EXTERNAL BODY/ORGANIZATION	APPOINTEE/S
1	Aylett's Charity	
2	Bradwell Local Community Liaison Council	
3	Burnham Allotment & Garden Holders' Association	
4	Burnham Business Board	
5	Burnham Carnival Committee	
6	Burnham Chamber of Commerce	
7	Burnham Patients' Participation Group	
8	Burnham United Charities	
9	Burnham Week Ltd	
10	Crouch Harbour Authority (Advisory)	
11	Dengie Hundred Bus Users' Group	
12	Dengie Hundred Group of Parish Councils	
13	Emergency Planning Information (MDC)	
14	Essex Child and Family Wellbeing Service	
15	Essex County Council's Parish Transport Meetings	
16	River Crouch Coastal Community Team	

## 12 APPOINTMENTS OF MEMBERS TO CO-ORDINATOR ROLES.

Current co Ordinator roles are set out below. To discuss and pass resolution on the appointment of Members for each Co-Ordinator role.

INTERNAL OFFICE	APPOINTEE/S
Conservation Area Inspection	
Environment Co-ordinator	
General Purposes Co-ordinator	
Highways Co-ordinator	
Policy and code of conduct co-ordinator	

### **13 DEEDS AND TRUST INSTRUMENTS**

The following deeds and trust instruments, in the custody of the Town Council, are available for Members to inspect in the Office: -

- a) Town Council Offices,
- b) Allotments documents and wayleave consent,
- c) War Memorial,
- d) Lease to the Burnham Allotment & Garden Holders' Association,
- e) Clock Tower and Town Clock,
- f) Documents of Aylett's Charity,
- g) Providence Car Park,
- h) Various open spaces/amenity areas within the Town.

### **14 BANKING ARRANGEMENTS**

The Town Council currently banks with Barclays Bank and Unity Trust.

**Members are requested to nominate authorised signatories to comply with the Town Council's banking Mandates, financial and internet banking policies. In addition to the Town Mayor, Members are recommended to nominate additional Town Councillors, The Chief Officer, and Assistant Clerk to be authorised signatories and inputters for the purpose of managing the accounts.**

### **15 ACCOUNTS AND TRANSFER OF FUNDS**

- a) To approve and sign the monthly reconciliations for April 2023.
- b) To agree the transfer of funds for May 2023 to meet the Town Council's financial requirements.

### **16 ANNUAL SUBSCRIPTIONS**

To confirm membership and or approve payment of annual subscriptions for the following: -

- a) Essex and National Associations of Local Councils,
- b) Society of Local Council Clerks,
- c) Dengie Hundred Group of Parish Councils,
- d) Rural Community Council of Essex,
- e) Dengie Hundred Bus Users Group.

### **17 TO APPOINT AN INTERNAL AUDITOR FOR 2023/2024**

To discuss and pass resolution where necessary on the appointment of the internal auditor.

### **18 REVIEW OF POLICIES**

To agree a new working party to continue with the update the existing policies in line with current legislation and with a view to entering the quality award scheme.

### **19 TO AGREE CALENDAR OF MEETINGS.**

To pass resolution where necessary on the schedule of meetings for the coming year.

### **20 TO AGREE CALENDAR DATES FOR COUNCILLOR SURGERY**

To pass resolution on the schedule for councillor surgery for the upcoming year.

### **21 TOWN COUNCIL SOCIAL MEDIA**

To discuss and pass resolution on the set up of council social media pages and option to move to the communications committee/ working party.

### **22 CLOSURE OF THE MEETING**

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