



**Councillor Duncan Rawlinson,
Town Mayor
Nichola Payne, Chief Officer
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**Council Offices
Chapel Road
BURNHAM-ON-CROUCH
Essex
CM0 8JA**

31st May 2023

To All Electors of the Parish of Burnham-on-Crouch

ANNUAL TOWN MEETING

You are invited to attend the above Meeting to be held at **THE COUNCIL CHAMBER,
BURNHAM TOWN COUNCIL, CHAPEL ROAD, BURNHAM ON TUESDAY 13th JUNE 2023
commencing at 7.00pm.**

Yours faithfully,

A handwritten signature in black ink, appearing to be 'Duncan Rawlinson'.

**Cllr Duncan Rawlinson
TOWN MAYOR**

IMPORTANT NOTICES

1 Local government electors, included on the current electoral roll in the parish of Burnham-on-Crouch, are entitled to speak and if required, to vote at this Annual Meeting.

2 Sound Recording of Meeting - 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. WELCOME

The Town Mayor will chair the Meeting.

2. APOLOGIES FOR ABSENCE

3. PREVIOUS MINUTES

To confirm the Minutes of the Annual Town Meeting held on 25th May 2021.

4. ANNUAL REPORTS

To receive the Annual Report of the Town Council for 2022/2023.

To receive the Annual Forecast for the Town Council for 2023/2024.

5. MALDON DISTRICT COUNCIL

To receive an Annual report from Maldon District Council.

6. ESSEX COUNTY COUNCIL

To receive an Annual report from Councillor Wendy Stamp, CC, the Town's representative on Essex County Council.

7 PUBLIC FORUM

Local government electors, included on the current electoral roll in the parish of Burnham-on-Crouch, may ask questions of the Council, which will usually be answered by the Chairman, the Clerk to the Council, or a designated Councillor. It is sometimes helpful to let the Clerk have prior notice of any matters you may wish to raise.

8 CLOSURE OF THE MEETING

To close the Meeting at the conclusion of all business.