



Councillor Duncan Rawlinson, Town Mayor

Nichola Payne Chief Officer

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Council Offices

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5th June 2023

ALL COUNCILLORS BURNHAM-ON-CROUCH TOWN COUNCIL

Dear Sir/Madam,

EXTRA ORDINARY COUNCIL MEETING

You are summoned to attend an **Extraordinary Council Meeting of the Burnham-on-Crouch Town Council**, to be held at The Council Chamber on **MONDAY 12th JUNE 2023 at 7.00pm.**

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

D C Rawlinson

Cllr Duncan Rawlinson

TOWN MAYOR – 5th June 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 should 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 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

To receive questions from the public and press (10 minutes allowed).

4 CO-OPTION

To receive applications, hold interviews and pass resolution for the vacancy of North Ward Councillor following local elections.

5 POLICY UPDATE AND ADOPTION

To receive the revised policies for

- Financial Regulations
- Internet Banking
- Standing Order
- Code of Conduct

All members are required to sign to say they have received, read, and understand the policy and its revisions and return to the Chief Officer as soon as possible.

6 TERMS OF REFERENCE

To review and accept the terms of reference for the following committees and working parties.

- Health and Wellbeing Terms of Reference
- Communications Terms of Reference

All members are required to sign to say they have received, read, and understand the terms and its revisions and return to the chief officer as soon as possible.

7 TOWN MEETING

To receive a statement from the Mayor regarding the holding of the Town Meeting 2023.

8 CHIEF OFFICERS REPORT

To receive the chief officers report, discuss and pass resolutions where necessary on the content of the report.

9 ACCOUNTS AND TRANSFER OF FUNDS

- To approve and sign the monthly reconciliations for May 2023.
- To agree the transfer of funds for June 2023 to meet the Town Council's financial requirements.
- To confirm the submission of banking mandates on all authorised signatories

10 QUOTATIONS AND PROPOSALS

To receive quotes and proposals and pass resolution where necessary on the following:

- The computer centre – Purchase of Laptops for incoming councillors
- Barclays Bank – proposal to use the council office as a hub for banking service provision.

11 DIARY DATES

To receive and agree the planned diary dates for the year ahead, to allow for publication on the council's website.

12 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.

13 PERSONNEL MATTERS

To discuss on going personnel matters.

14 CLOSURE OF THE MEETING

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