



**Councillor Duncan Rawlinson Town Mayor**

**Nichola Payne, Chief Officer**

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**Council Offices**

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**BURNHAM-ON-CROUCH**

**Essex**

**CM0 8JA**

05<sup>th</sup> July 2023

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

Dear Sir/Madam,

**TOWN COUNCIL MEETING**

You are summoned to attend a **Meeting of the Burnham-on-Crouch Town Council**, to be held at The Council Chamber on **TUESDAY 11<sup>th</sup> JULY at 7.30pm.**

Members of the public and press are welcome to attend the meeting.

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

*Nichola Payne*

Nichola Payne

Chief Officer – 5<sup>th</sup> July 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 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 TOWN MAYOR'S ANNOUNCEMENTS

To receive the Town Mayor's announcements.

## 4 MINUTES

To confirm and sign the Minutes of the Extra Ordinary Meetings of the Town Council held on 12/06/2023 and 03/07/2023

## 5 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

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 (10 minutes allowed).

## 6 ACCOUNTS AND TRANSFER OF FUNDS

- a) To approve and sign the monthly reconciliations for June 2023.
- b) To agree the transfer of funds for July 2023 to meet the Town Council's financial requirements.
- c) To agree the transfer of EMR from the business account into the correct EMR accounts.

## 7 REVIEW TOWN COUNCIL POLICIES

To receive the following policies for consideration and acceptance:

Lone Working Policy  
Maternity Leave and Pay  
Paternity Leave and Pay

## 8 CHIEF OFFICER'S REPORT

To receive the Chief Officers report and pass any Resolutions and orders, as necessary.

## 9 CO-ORDINATORS', COMMITTEE AND WORKING GROUP REPORTS

To receive co-ordinators' reports:

- General Purposes
- Highways
- Environment
- Health and Wellbeing
- Tourism
- Communications
- Conservation
- Charities
- Station House
- Allotments
- River Crouch Steering group

Members are requested to pass any resolutions, as necessary

**10 TOWN COUNCILLORS REPORT**

To receive reports from town councillors where provided.  
This month sees reports from:  
Cllr Stratton following a visit to the Tiptree Community Fridge project.  
Cllr Clegg on the town Pontoon

**11 DISTRICT COUNCILLOR REPORTS**

To receive reports from district councillors were provided

**12 INCLUSIONS OF STAFF INTO THE PENSION SCHEME**

To receive information from the chief officer in relation to the inclusion of staff into the pension scheme.

**13 PURCHASING CARD**

Chief officer to present an application to the Mayor for the consideration of a purchasing card to replace the petty cash element, the use of petty cash is becoming redundant with more purchasing being carried out on line.

**14 THE WATERSHED**

Members to consider and pass resolution on A proposal has been received from the residents of the water shed to rent the garden space from the council at a rate of £300.00 for the year. Access will still be available for the council to enter via pre agreement as and when required.

**15 GRANTS AND DONATIONS**

To discuss applications received pass resolution, as necessary.

**16 BARCLAYS BANKING HUB**

To receive an update from the Chief Officer regarding the proposal for the bank to utilise the council offices for a banking hub following the imminent closure of the Burnham Branch

**17 CCTV**

To receive an update from the chief officer on the progress of the installation of CCTV within the town.

**18 'PUBLIC FORUM'**

'Public Forum should be used for members of the public to bring to the table items they wish to see on future agendas and or notify the council of any issues they may wish to bring to the council's attention. (10 minutes allowed)

**19 RESESS ARRANGEMENTS**

To discuss and agree the arrangements to be put in place during recess in August 2023.

**20 DATES OF NEXT MEETING:**

**Planning** Tuesday 25<sup>th</sup> July 2023

**Council** Tuesday 12<sup>th</sup> September 2023

**21 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.

**22 STAFFING MATTERS**

To receive an update on day-to-day staffing matters.

**23 CLOSURE OF THE MEETING**

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