



BURNHAM ON CROUCH TOWN COUNCIL

MINUTES OF THE MEETING OF THE BURNHAM-ON-CROUCH TOWN COUNCIL EXTRA ORDINARY MEETING HELD ON MONDAY 12th JUNE 2023 @ 7pm AT THE CHAMBER HALL, COUNCIL OFFICES, CHAPEL ROAD, BURNHAM ON CROUCH, ESSEX.

Attendance: Chief Officer Nichola Payne, 8 Members of Public in attendance.

Present: Cllr Rawlinson, Cllr Clegg, Cllr English, Cllr Stratton, Cllr Munford, Cllr Carter, Cllr Stanbury.

101/06/EOM/23 APOLOGIES FOR ABSENCE

Cllr Norman, Cllr Skeens, Cllr Bown

102/06/EOM/23 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.

103/06/EOM/23 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

Question 1 – Previous council spent 6 years in negotiations for the allotments, can we ask this council to expediate the process and how much has it cost.

Cllr Rawlinson stated that although it is not on the agenda, he will answer the question as follows:

This is in hand, a meeting is arranged with the allotments for 20th June we are awaiting confirmation, there are discussions going on to do with the allotments, at the moment there is no cost associated, however we are establishing how much the costs will be going forward.

Cllr Munford stated that everybody around the table is passionate about getting this sorted.

Cllr Clegg stated that in one month we have done a lot of leg work and we will get this finalised.

104/06/EOM/23 CO OPTION

There is a vacancy available in the north ward following a normal election and we have received 2 applications from Jocelyn McInnes and Diane Carter.

The mayor asked if the applicants were happy to speak with the other present.

Jocelyn was invited to take the floor.

A copy of her application can be read as an accompaniment to these minutes.

Diane was invited to take the floor.

Signed

Councillor Duncan Rawlinson (Town Mayor)

A copy of her application can be read as an accompaniment to these minutes.

The town council proceeded to the vote with each candidate being proposed and seconded along with a vote by a show of hands. A recorded vote may be requested if necessary.

Joscelyn McInnes

Cllr Munford Proposed seconded by Cllr Rawlinson

Vote by show of hands in 1 in favour

Diane Carter

Cllr English proposed seconded by Cllr Stratton

Vote by show of hands 4 in favour

Cllr Rawlinson, confirmed the voting took place, addressed both candidates and thanked them for their time this evening.

Diane Carter was awarded the most votes and invited to join the table as the new north ward councillor.

The declaration of interest was signed and witnessed by the Chief Officer.

105/06/EOM/23

POLICY UPDATE AND ADOPTION.

Standing Orders – These were updated in April 2022; the only update was a wording change to consider the inclusion of pronouns.

Cllr Rawlinson proposed the adoption

Cllr English Seconded

Code of Conduct – All changes were accepted by vote.

Cllr Rawlinson proposed the adoption

Cllr Clegg Seconded

Sickness Policy – All changes were accepted by vote.

Chief Officer to obtain a copy of the green book for councillors on the staffing committee.

Cllr Rawlinson confirmed that all staff now have signed contracts

Cllr Rawlinson proposed the adoption

Cllr Clegg seconded

Internet banking Policy - All changes were accepted by vote.

Cllr Rawlinson Proposed the adoption

Cllr Clegg seconded

Financial Regulations – All changes were accepted by vote.

Cllr Rawlinson proposed the adoption

Cllr Munford seconded

106/06/EOM/23

TERMS OF REFERENCE

Health and Wellbeing agreed subject to wording change

Cllr Rawlinson proposed

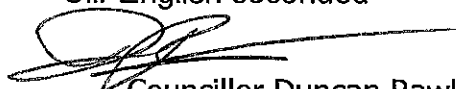
Cllr Clegg seconded

Communications Committee – All accepted by vote

Cllr Rawlinson proposed

Cllr English seconded

Signed



Councillor Duncan Rawlinson (Town Mayor)

107/06/EOM/23

TOWN MEETING

The mayor read a statement regarding the delay in holding the annual town meeting.

108/06/EOM/23

CHIEF OFFICERS REPORT

Chief officer gave a brief update report to all councillors on the current status of the most prominent projects ongoing within the town.

109/06/EOM/23

ACCOUNTS AND TRANSFER OF FUNDS

- a) Reconciliation was approved and signed by the mayor – Chief officer confirmed that the VAT from 2021/22 was applied for and approved as this was not previously claimed.
- b) Transfer of funds for June were approved and signed by the mayor
- c) To confirm all agreed signatories have signed and submitted their banking mandates to join Unity Trust Bank.

110/06/EOM/23

QUOTATIONS AND PROPOSALS

Cllr Rawlinson as Mayor under the 1972 act requested that an item be added to the agenda for grants and donations, we have had a request in from the Art Trail which will need to be considered in order for the payment to be made in time for the opening of the Trail on the 24th June 2023 and the subsequent purchase of badges for the children that have been involved in making jewellery and posters for the sum of £103.00
Cllr Rawlinson proposed
Cllr Carter seconded

Quotations received from the computer centre for new laptops for the incoming administration to provide all councillors with laptops to carry out council business. The Council would prefer that councillors use the provided equipment to ensure that all subscriptions and fire walls are to the standard required by the council, it is also advised that councillor emails are used for council business and not personal emails.

Cllr Rawlinson proposed
Cllr Clegg seconded

Cllr Clegg, asked if all previous councillors have returned their laptops, the chief officer confirmed that we are still awaiting the return of 1 laptop. There have been multiple emails, a letter and two attempts from the warden to retrieve the equipment. There will be a further attempt and then a final letter will be issued.

Cllr English proposed that we agree as a council the exact length of time that an item of equipment should be withheld. Dates have been proposed to ensure that we were able to provide new councillors with the necessary equipment however this date has now passed.

Signed



Councillor Duncan Rawlinson (Town Mayor)

Proposal received from Barclays bank, who have requested to use the council offices to hold their hub service. They are based in several town/parish offices across Essex, including Maldon, Rayleigh and South Woodham. There will be a financial contribution by way of an hourly rate for use of the space and also potentially supporting future events within the town via sponsorship.

Cllr Clegg agreed a working group be formed between herself and the Chief Officer.

Cllr Munford proposed a supplementary operational policy be drafted.

Cllr English raised the issue around parking, it was confirmed that for the short to medium term the Barclays car park can still be used.

Cllr Rawlinson proposed to set up a working group and bring back to the next meeting.

Cllr Clegg seconded

111/06/EOM/23

DIARY DATES

Chief Officer issued a full proposal of dates for all meetings other than committees and working groups.

All councillors agreed and Chief Officer to upload to the website following the meeting.

Cllr Carter asked a time and council agreed 10 -12 on a Saturday, this will be rotated.

Cllr Rawlinson proposed

Cllr English seconded

112/06/EOM/23

EXCLUSION OF THE PRESS AND PUBLIC

113/06/EOM/23

PERSONNEL MATTERS

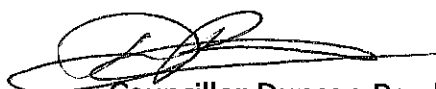
Items around personnel matters within the council were discussed, where required items will be brought to the staffing committee to be considered.

114/06/EOM/23

CLOSURE OF THE MEETING

The meeting was closed at 9:45pm.

Signed



Councillor Duncan Rawlinson (Town Mayor)