



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

5th September 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 12th SEPTEMBER 2023 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 – 5th September 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 Town Council meeting held on 11th July 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 July and August 2023.
 - b) To agree the transfer of funds for August and September to meet the Town Council's financial requirements.
 - c) Rialtas Update
- 7 REVIEW TOWN COUNCIL POLICIES**
To receive the following policies for consideration and acceptance:
Whistleblowing Policy
HR Policies
- 8 CHIEF OFFICER'S REPORT**
To receive the Chief Officers report and pass any Resolutions and orders, as necessary.
- 9 SUSTAINABILITY EXHIBITION**
To receive proposal for the exhibition via Maldon Museum from the Chief Officer and pass any resolution where necessary.
- 10 INCLUSIONS OF STAFF INTO THE PENSION SCHEME**
To receive the completed application for inclusion in the scheme, and request signature from the Mayor and Chief Officer.
- 11 PURCHASING CARD**
Chief officer to present applications from Barclays and Unity for the consideration of a purchasing for day-to-day expenditure and pass any resolutions where necessary.
- 12 DOCTORS SURGERY OPEN DEBATE**
To provide an update with regards to the recent public debate.
- 13 GRANTS AND DONATIONS**
To discuss applications received pass resolution, as necessary.

- 14 TOWN EVENTS INCLUDING SPONSORSHIP**
To receive an update on events and pass any resolution where necessary on recent events and upcoming events for the town.
Kite Festival
Burnham Week
Saltmarsh Walking Festival - 8th 17th September
Remembrance Sunday
- 15 CCTV**
To receive an update from the chief officer on the progress of the installation of CCTV within the town.
- 16 VANGUARD**
The charitable trust behind Burnhams last remaining Dunkirk little ship is in the process of applying to Heritage Lottery for a full restoration. Cllr Nick Skeens a trustee of the charity will give an update, to pass resolution where necessary.
- 17 ‘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)
- 18 DATES OF NEXT MEETING:**
Planning Tuesday 26th September 2023
Council Tuesday 10th October 2023
- 19 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.
- 20 STAFFING MATTERS**
To receive an update on day-to-day staffing matters.
- 21 COUNCILLOR MATTERS**
To receive an update on Councillor matters.
- 22 CLOSURE OF THE MEETING**
To close the Meeting having considered and determined all items of business.