



Councillor Duncan Rawlinson Town Mayor

Nichola Payne, Chief Officer

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Council Offices

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BURNHAM-ON-CROUCH

Essex

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02nd October 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 10th OCTOBER 2023.**

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 – 2nd October 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 held on 12/09/2023 and the Extra Ordinary Meeting of the Town Council held on 26/09/2023.

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 LOCAL FILM PRESENTATION

To receive a presentation from MCH Entertainment regarding filming in the local area.

7 ACCOUNTS AND TRANSFER OF FUNDS

- a) To approve and sign the monthly reconciliations for September 2023.
- b) To agree the transfer of funds for October 2023 to meet the Town Council's financial requirements.
- c) To receive the VAT return submission for 2022/23

8 COMMITTEE AND WORKING GROUP VACANCIES

To discuss and agree the available working groups following the request from Cllr Stratton to reduce his allocation due to current external commitments and pass resolution where necessary.

9 CO-ORDINATORS', COMMITTEE AND WORKING GROUP REPORTS

To receive co-ordinators' reports:

- General Purposes – FC/DR
- Highways - DB
- Environment – UN/DC
- Health and Wellbeing – MAM/PS
- Tourism - FC
- Communications - NS
- Conservation - SS
- Charities - JE
- Station House - FC
- Allotments – UN/SS
- River Crouch Steering group - SS

Members are requested to pass any resolutions, as necessary.

10 TOWN COUNCILLORS REPORT

To receive reports from town councillors where provided.

- 11 DISTRICT COUNCILLOR REPORTS**
To receive reports from district councillors where provided.
- 12 COUNTY COUNCIL REPORTS**
To receive reports from the county councillors where provided.
- 13 CHIEF OFFICER'S REPORT**
To receive the Chief Officers report and pass any Resolutions and orders, as necessary.
- 14 ALLOTMENTS**
a) To receive an update on the ongoing negotiations regarding the allotments.
b) To agree the increase of RPI for the rent payments 2023/24
- 15 GRANTS AND DONATIONS**
To discuss applications received pass resolution, as necessary.
- 16 CHRISTMAS OFFICE OPENING TIMES**
To agree the opening/closing times of the office during Christmas time, which will need to be passed to Barclays to allow them to publicise and facilitate during this time.
- 17 BONFIRE NIGHT PROVISIONS**
To discuss and agree the payment for toilets at St Mary's church for the provision of bonfire night.
- 18 SUMMER SWIMMING**
To discuss and agree the figures for summer swimming that took place over the summer holidays and pass any resolution where necessary.
- 19 REMEMBRANCE SUNDAY**
To receive an update on the proceedings and the cost for Marshalls on the day, pass resolution where necessary.
- 20 COUNCIL OFFICE BUILDING WORKS**
To receive updates on the dementia garden, installation of Fire Escapes and Asbestos Survey.
- 21 '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)
- 22 DATES OF NEXT MEETING:**
Planning Tuesday 24th October 2023
Council Tuesday 14th November 2023
- 23 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.
- 24 STAFFING MATTERS**
To receive an update on day-to-day staffing matters.

25 CLOSURE OF THE MEETING

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