



## **BURNHAM ON CROUCH TOWN COUNCIL**

### **MINUTES OF THE MEETING OF THE BURNHAM-ON-CROUCH TOWN COUNCIL EXTRA ORDINARY MEETING HELD ON MONDAY 26<sup>th</sup> September 2023 @ 7pm AT THE CHAMBER HALL, COUNCIL OFFICES, CHAPEL ROAD, BURNHAM ON CROUCH, ESSEX.**

Attendance: Chief Officer Nichola Payne,

Present: Cllr Rawlinson, Cllr Clegg, Cllr Stratton, Cllr Munford, Cllr Carter, Cllr Stanbury, Cllr Bown, Cllr Norman

**101/09/EOM/23      APOLOGIES FOR ABSENCE**  
Cllr Skeens, Cllr English

**102/09/EOM/23      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.**

**103/09/EOM/23      PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA**  
There were no members of the public present.

**103/09/EOM/23      EXCLUSION OF THE PRESS AND PUBLIC.**  
There were no members of the public present.

**104/09/EOM/23      POLICY REVIEW**

**All 14 Policies were circulated to all councillors via email or viewed on the council website.**

The staffing committee meeting held on the 7<sup>th</sup> of September 2023 reviewed 5 policies under staffing matters, these were:

- Request for emergency leave
- Anti-harassment and bullying
- Performance Improvement policy
- Grievance policy
- Disciplinary policy

Signed

Councillor Duncan Rawlinson (Town Mayor)

**RESOLUTION** - The council where happy to adopt these policies as they were amended and reviewed at the staffing committee meeting with councillors Cllr Rawlinson, Cllr Clegg, and Cllr Mary-Ann Munford.

The following polices where discussed and the resolutions where made:

BTC Expense Policy – **AGREED**  
BTC Anti-bribery – **AGREED**  
BTC Gift and Hospitality – **AGREED**  
BTC Flexible Working Policy – **AGREED**  
BTC Home Working Policy - **AGREED**  
Lone Working Policy – **Adopted 11<sup>th</sup> July 2023**  
Annual Leave Policy – **AGREED**  
Code of Conduct for Employees – **AGREED**  
Key Holder Policy – **Deferred to next full council meeting.**

**105/09/EOM/23**      **EXCLUSION OF THE PRESS AND PUBLIC**  
There were no members of the public present.

**106/09/EOM/23**      **CLOSURE OF THE MEETING**  
The meeting was closed at 8pm.

Signed



Councillor Duncan Rawlinson (Town Mayor)