



**Councillor Duncan Rawlinson Town Mayor**

**Nichola Payne, Chief Officer**

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**Council Offices**

**Chapel Road**

**BURNHAM-ON-CROUCH**

**Essex**

**CM0 8JA**

6<sup>th</sup> November 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 14<sup>th</sup> NOVEMBER 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 – 6<sup>th</sup> November 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 10/10/23.

## 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 TRAINING – REMAINING BUDGET **£2015.00**

Training course schedule was passed to all councillors for review prior to the meeting. Any training for councillors and staff required to be agreed and pass resolution as necessary for the remainder of the 2023/24 budget.

## 7 ACCOUNTS AND TRANSFER OF FUNDS

- a) To approve and sign the monthly reconciliations for October 2023.
- b) To agree the transfer of funds for November 2023 to meet the Town Council's financial requirements.

## 8 UPGRADES TO INTERNET – COUNCIL CHAMBERS

To receive an update and quotation from the Chief Officer, for the upgrade of the town council's internet provision in the chambers, **to pass resolution where necessary.**

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

To receive co-ordinators' reports for the following:

- General Purposes – FC/DR
- Highways - DB
- Environment – UN/DC
- Health and Wellbeing – MAM/PS
- Tourism - FC
- Conservation - SS
- 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 town councillors where provided.

**12 COUNTY COUNCIL REPORTS**

To discuss and pass resolution where necessary on the request to receive a written report from the ECC councillor monthly.

**13 THE WATERSHED**

To receive quotation from legal team to reinstate the licence agreement for land adjacent to council offices and pass resolution where necessary.

**14 BUDGET SPEND TO DATE**

To receive a 1<sup>st</sup> draft report on budget spend to date and agree dates for extra ordinary meeting to continue with budget spend and 2024/25 budget preparation.

**15 CHIEF OFFICER'S REPORT**

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

**16 GRANTS AND DONATIONS – REMAINING BUDGET £580.00**

To discuss applications received pass resolution, as necessary.

**17 POLICY REVIEW**

**To receive draft policies for consideration and resolution as necessary**

- Roles of Committee and working group members.
- Ring Door Bell Policy
- Councillor development strategy.

**18 UPCOMING EVENTS**

To receive information relating to the upcoming Council events and any required funding.  
To pass resolution where necessary on items required.

**19 COMMUNICATIONS/DIARY DATES/CALANDER UPDATES**

The shared councillor calendar is to be utilised by all councillors and office staff to record official attendance, upcoming meetings, and any other council business.

**20 '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)*

**21 DATES OF NEXT MEETING:**

**Planning** Tuesday 28<sup>th</sup> November 2023

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

**22 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.*

**23 AUDIT REVIEW**

To receive an update from the mayor on the on-going audit review

**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.