



Councillor Duncan Rawlinson, Town Mayor

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Council Offices

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20th November 2023

ALL COUNCILLORS BURNHAM-ON-CROUCH TOWN COUNCIL

Dear Sir/Madam,

EXTRA ORDINARY COUNCIL MEETING

You are summoned to attend an **Extraordinary Council Meeting of the Burnham-on-Crouch Town Council**, to be held at The Council Chamber on **TUESDAY 28th NOVEMBER @ 7:30PM**

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

Duncan Rawlinson

Cllr Duncan Rawlinson

TOWN MAYOR – 20th 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 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.

3 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

To receive questions from the public and press (10 minutes allowed).

4 MINUTES OF MEETING

To discuss and agree the minutes from the extra ordinary meeting held on 22.11.2023.

5 GENERAL PURPOSES – OFFICE REFURBISHMENT

a) To receive an update from the chief officer on the office refurbishment and pass resolution where necessary to continue with the works.

b) To receive quotation for the installation of planters to the Town council garden as part of the continued works and pass resolution where necessary.

6 ENVIRONMENT – LANDSCAPING WORKS

To receive quotations and pass resolution where necessary to

a) Supply and install summer hanging baskets.

b) Station road railings plant installation

c) Tree works within the town.

d) Town sign

e) Planting area below sensory bed in Town council garden

7 CHIEF OFFICERS REPORT

To receive the chief officers report.

8 POLICY REVIEW

To receive draft policies for consideration and resolution as necessary

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

9 OUTSOURCE STAFF PAYROLL

To receive information from the chief officer in relation to outsourcing the payroll to an external company and pass resolution where necessary.

10 PROJECTED OUTTURN 2023/2024

To receive the Chief Officers Report on actual and projected income and expenditure for 2023/2024 and to determine issues brought forward from previous Meetings if any.

11 BUDGET 2024/2025

To receive the Chief Officers Report and draft proposals, including issues brought forward from previous Meetings, for the above and, subject to consideration thereof, to recommend a Budget for 2024/2025 to reflect the Town Council's commitments and spending plans.

12 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.

13 THE WATERSHED

To receive quotations for the reinstatement of the licence agreement for land adjacent to the council offices and pass resolution where necessary.

14 STAFFING MATTERS

To receive an update on day-to-day staffing matters

15 CLOSURE OF THE MEETING

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