



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

4th December 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 DECEMBER 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 – 4th December 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 for November 2023.

4 MINUTES

To confirm and sign the Minutes of the Town Council held on 14/11/23.

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 COUNCIL APOLOGY

Chief Officer to record and note official apology.

7 ACCOUNTS AND TRANSFER OF FUNDS

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

8 BUDGET SPEND TO DATE

To discuss and pass resolution where necessary on informal meetings to be held to work on budget on the following dates. 19th December and 2nd January. These meetings will form the basis for the formal budget setting to be held on the 9th January 2024.

9 LOCALITY FUNDING

To discuss and pass resolution where necessary on options for locality funding via Essex County Council.

10 SURGERY UPDATE

To discuss and pass resolution where necessary on the recent updates regarding the move of the surgery.

11 RAF – AIR CADETS MAYORS CADET

To discuss and pass resolution where necessary on the adoption of a mayor's cadet to assist the mayor and escort with them on Mayor duties.

12 POLICY REVIEW

To receive draft policies for consideration and resolution as necessary

- Ring Doorbell Policy

13 UPCOMING EVENTS

To discuss and pass resolution where necessary suggestions from Councillors on any events they would like to see happen across town and receive information on upcoming Council events and any required funding.

14 HEALTH AND WELLBEING

To discuss and pass resolution where necessary for the team to undertake work surrounding provision for youth/community hubs and report back regular updates. This is following on from the letters to schools previously provided.

15 ENVIRONMENT

To discuss and pass resolution where necessary for the team to look into a 'Friends of Burnham Group' Research terms of reference and report back to council.

To discuss and pass resolution where necessary on any action required for the sewage leaks into the crouch.

16 FIVE YEAR MAINTENANCE PLAN

To discuss and pass resolution where necessary program for compiling the maintenance plan.

17 CO-ORDINATORS', COMMITTEE AND WORKING GROUP REPORTS

Reports to be considered as read where provided, Members allowed time to seek any clarification as required.

18 TOWN COUNCILLORS REPORT

Reports to be considered as read where provided, Members allowed time to seek any clarification as required.

19 DISTRICT COUNCILLOR REPORTS

Reports to be considered as read where provided, Members allowed time to seek any clarification as required.

20 COUNTY COUNCIL REPORTS

Reports to be considered as read where provided, Members allowed time to seek any clarification as required.

21 CHIEF OFFICER'S REPORT

Report to be considered as read, Members allowed time to seek any clarification as required.

22 '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)

23 DATES OF NEXT MEETING:

Extra Ordinary Tuesday 9th January 2023

Planning Tuesday 16th January 2023

Council Tuesday 16th January 2023

24 CLOSURE OF THE MEETING

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