



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

9th January 2024

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 16th JANUARY 2024**

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 – 9th January 2024

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 December 2023

4 MINUTES

To confirm and sign the Minutes of the Town Council held on 16.12.23.

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 ACCOUNTS AND TRANSFER OF FUNDS

- a) To approve and sign the monthly reconciliations for December 2023.
- b) To agree the transfer of funds for January 2024 to meet the Town Council's financial requirements.

7 TOWN COUNCIL GARDEN

To receive quotation for the installation of a planter to edge the patio for the sum of £1,050.00 and pass any resolution where necessary.

8 TOWN SIGN

To discuss the renovation and re installation of the town sign following damage and pass resolution where necessary.

9 PROVIDENCE CAR PARK – RESURFACE.

To receive a report from the highways co Ordinator and Chief Officer on the progress of the providence car park works and pass resolution where necessary.

10 CONFIDENTIAL WASTE.

To review the ongoing monthly arrangement with contractor for the removal of confidential waste from the council offices and pass resolution where necessary.

11 OBSERVATORY.

To discuss the installation of an observatory on Riverside Park to be lead by Cllr Skeens.

12 CIVIC AWARDS CEREMONY

To discuss the civic award service 2024 and pass resolution where necessary.

13 UPCOMING EVENTS

- To discuss suggestions from Councillors on any events they would like to see happen across town.
- Receive information on upcoming Council events and any required funding.

14 COMMITTEE AND GROUP MEETINGS

- To discuss the importance of committee and group meetings to be scheduled by the office including agendas, invitations and minutes and pass resolution where necessary.
- To discuss the amendment of members to the Dengie hundred group of parishes.
- To approve the payment for the bus users group membership £5.00 per representative.

15 CO-ORDINATORS', COMMITTEE AND WORKING GROUP REPORTS

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

16 TOWN COUNCILLORS REPORT

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

17 DISTRICT COUNCILLOR REPORTS

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

18 COUNTY COUNCIL REPORTS

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

19 CHIEF OFFICER'S REPORT

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

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 30th January 2024

Council Tuesday 13th February 2024

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 ROLES OF MEMBERS AND COUNCIL PROCEDURES

To discuss and agree the implementation of training for the whole council and pass resolutions where necessary.

24 STAFFING MATTERS

To discuss matters raised at the staffing committee meeting held on the 9th January 2024 and pass resolutions where necessary.

25 CLOSURES OF THE MEETING

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