



Councillor Duncan Rawlinson Town Mayor

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Council Offices

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BURNHAM-ON-CROUCH

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BURNHAM ON CROUCH TOWN COUNCIL

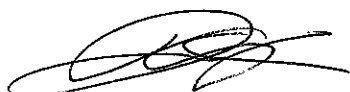
MINUTES OF THE MEETING OF THE BURNHAM-ON-CROUCH EXTRA ORDINARY MEETING HELD ON WEDNESDAY 28th NOVEMBER 2023 @ 7:30pm AT THE CHAMBER HALL, COUNCIL OFFICES, CHAPEL ROAD, BURNHAM ON CROUCH, ESSEX.

Attendance: Chief Officer Nichola Payne, 2 x Members of Public

Present: Cllr Clegg, Cllr Stanbury, Cllr Norman, Cllr Carter, Cllr Bown, Cllr English, Cllr Rawlinson, Cllr Skeens

ITEM No	TITLE	DETAIL	ACTION
105/11/EOM/23	APOLOGIES FOR ABSENCE	Cllr Mary-Ann Munford	N/A
106/11/EOM/23	MINUTES OF EXTRA ORDINARY MEETING 22.11.2023	CO stated that the meeting held on 22.11.23 was deemed as unlawful as not all members received a summons. It was requested at this point that Items on that agenda be brought into P&C at this meeting for further discussion. All members agreed	ALL
107/11/EOM/23	GENERAL PURPOSES OFFICE REFURBISHMENT	2 x quotes received for the architectural element of the office refurbishment. Contractor A £900 Contractor B £1750 Proposed acceptance of Contractor A by Cllr DB seconded Cllr DC. CO to instruct Contractor A. The quotation for the garden planters has not yet been received	NP
108/11/EOM/23	ENVIRONMENT WORKS ACROSS TOWN	5 x quotations received by the councils term contractor for landscaping and planting. <ul style="list-style-type: none">• Hanging baskets £1,540 provision of hanging baskets to premises along the high-street including watering through the summer months. Cllr NS proposed a reduced charge of £25 to those that wish to have a basket.	

		<p>Cllr Bown seconded CO to send a letter to all proprietors within the Highstreet and station road in January. TW to check condition of previously provided brackets.</p> <ul style="list-style-type: none"> • Station Road Railing plant installation £1,300 <p>Proposed acceptance of quotation by Cllr NS Seconded Cllr JE</p> <ul style="list-style-type: none"> • Tree works £650.00 - 2 x trees at the Co-Op need to be removed and lift the crowns on other trees in town. <p>Proposed acceptance of quotation by Cllr DB Seconded Cllr JE</p> <ul style="list-style-type: none"> • Town Sign £200 – to remove the planting to allow for repairs and maintenance to take place on the brickwork and sign. <p>Proposed acceptance of quotation Cllr NS Seconded Cllr PS</p> <ul style="list-style-type: none"> • Town Garden Sensory Bed £625 to mirror planter box planting below sign. <p>Proposed acceptance of quotation By Cllr UN Seconded by Cllr JE CO to instruct contractor to commence work</p>	NP
109/11/EOM/23	CHIEF OFFICERS REPORT	Report has been previously provided to Councillors, so assumed as read. Any elements that councillors wish to discuss pop into the office and see me.	ALL
110/11/EOM/23	POLICY REVIEW	<p>Roles of committee and working group members: Proposed acceptance of policy by Cllr DB Seconded by Cllr PS. CO to upload onto Website and update policy folder as necessary</p> <p>Councillor development strategy – CO requested this policy be deferred to the new year.</p>	NP



		<p>Ring Doorbell Policy – CO confirmed that there is no recording available on this device. Cllr NS proposed that only paid staff should have access to the ring doorbell in terms of monitoring. Seconded by Cllr JE</p> <p>Cllr Skeens asked for additional information regarding recording, CO to bring back further facts around policy. Policy deferred to next meeting.</p>	NP
111/11/EOM/23	OUTSOURCE PAYROLL	<p>CO and Cllr FC looking at the benefits of outsourcing the payroll to a reputable company. The current package used is no longer going to be supported by HMRC and does not allow additional information to be added to payslips. Recommendation came from EALC and other local parishes. Proposal to accept by Cllr DB Seconded by Cllr DC CO to initiate contract with company to start for December pay.</p>	NP
112/11/EOM/23	PROJECTED OUTTURN 2023/24	<p>Councillors have previously received reports. Elements were discussed and it was agreed that 2 x informal meetings be held in December and January prior to the precept being sent to MDC. CO make amendments as necessary on Rialtas and arrange meetings.</p>	NP
113/11/EOM/23	COUNCIL BUDGET 2024/25	<p>Cllr DB proposed to move item for further discussion at informal meeting Seconded by Cllr NS</p>	
114/11/EOM/23	EXCLUSION OF PRESS AND PUBLIC	<p>Members of the public left the building.</p>	
115/11/EOM/23	COUNCIL MATTERS ARISING	<p>Councillors took part in a discussion and agreed to bring proposals to the next council meeting scheduled for 14th December 2023.</p>	ALL

