



Councillor Duncan Rawlinson Town Mayor

Nichola Payne, Chief Officer

Telephone: 01621 783 426

Email:

townclerk@burnhamoncrouchtowncouncil.gov.uk

Council Offices

Chapel Road

BURNHAM-ON-CROUCH

Essex

CM0 8JA

5th March 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 12th MARCH 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.

Yours faithfully

Nichola Payne

Nichola Payne

Chief Officer – 5th March 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 February 2024

4 MINUTES

To confirm and sign the minutes of the Extra Ordinary Meeting held on 30th January 2024

To confirm and sign the minutes for the Council meeting held on the 13th February 2024

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 GREEN SOCIAL PRESCRIBING

To receive a short presentation from Justine Page on walking opportunities within the district for young and old and pass resolution as necessary.

7 ACCOUNTS AND TRANSFER OF FUNDS

a) To approve and sign the monthly reconciliations for February 2024.

b) To agree the transfer of funds for March 2024 to meet the Town Council's financial requirements.

8 ALLOTMENTS

Members to consider the report provided and pass resolution where necessary to agree for some of the section 106 monies to be released to purchase 12 tonnes of Road Plainings (Scalpings) this is to be used to continue to maintain the road(s) on the allotments.

Available budget £1,500

9 TOWN SIGN

Quotations have been received from 3 local companies to carry out the work to complete the town sign and reinstall. Councillors are asked to review the attached quotations and pass a resolution where necessary on the selection of contractor to proceed with the works.

Available budget - £5,000

10 COUNCIL VAN REPLACEMENT

Members are to consider and pass resolution where necessary to allow the Chief Officer to proceed with an application for funding to look at purchasing a hybrid or electric vehicle for use by the town warden for his duties.

Available budget - £10,000.

11 STATION HOUSE

Members to consider the report provided and to pass resolution where necessary to allow the Chief Officer supported by Councillors, to pursue the options and ideas provided by Maldon CVS to help us resolve the station house issue and get it back into community use.

Available budget - £5,000

- 12 PROVIDENCE ROAD CAR PARK**
To receive an update on progress for the car park works.
- 13 TOURISM**
To receive and update from the tourism chair and pass a resolution where necessary to investigate match funding to bring a sustainable event to Burnham on Crouch this summer.
Available budget - £1,000
- 14 HEALTH AND WELLBEING**
To agree and pass resolution where necessary for the health and wellbeing group.
- to purchase first aid kits in readiness for the walking events
 - To agree the RAMS in readiness for the walking events
- Available budget £5,000
- 15 COMMUNICATIONS - £500.00**
To agree and pass resolution where necessary for the communications group.
- Replace the Twinning wall in the council chamber, including signage, picture frames, printed photographs regularly updated. Selected items to be moved to the southern wall.
 - Purchase of appropriately sized display cabinets for memorabilia, Trophies etc.
- Available budget - £500.00
- 16 ENVIRONMENT**
To agree and pass resolution on a sum of £100 for the purchase of plants to be planted in various locations across town.
Available budget - £6,500 (town maintenance)
- 17 FLAG POLES**
Members to review the additional quotes received from alternative companies and pass resolution where necessary on the approval to have the flag poles serviced.
Available budget £6,500 (town maintenance)
- 18 USE OF THE WAR MEMORIAL**
Members to consider and pass resolution where necessary on the following requests.
- We have been approached by the Baptist Church who have asked if they can hold a small service at the war memorial on good Friday.
 - We have been approached by the royal British legion who have asked if they can hold a small service at the war memorial on 6th June 2024 for D Day. They have also requested that the chambers be available for light refreshments after.
- 19 OBSERVATORY.**
To receive any update from Cllr Skeens on the installation of an observatory on Riverside Park
- 20 UPCOMING EVENTS**
Receive information on upcoming Council events and any pass any resolution on required funding.
- Town and Parish Meeting
- Available budget - £5,000
- 21 GRANTS AND DONATIONS**
To discuss and pass resolution where necessary on grant requests received from the following:
- Burnham Art Trail

- Burnham Week
- Available budget £0.00

22 LOST PROPERTY

To consider and pass resolution where necessary on burnham town council working with the police to become a holder for lost property in burnham. This will require the purchase of a lockable storage unit.

Available budget - £5,000

23 DBS CHECKING

Council to review and consider the costs for obtaining DBS checks on those councillors that wish to go through the process and pass resolution where necessary.

24 CO-ORDINATORS', COMMITTEE AND WORKING GROUP REPORTS

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

25 TOWN COUNCIL GARDEN

To receive an update regarding the final works to the garden area.

27 TOWN COUNCILLORS REPORT

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

28 DISTRICT COUNCILLOR REPORTS

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

29 COUNTY COUNCIL REPORTS

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

30 CHIEF OFFICER'S REPORT

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

31 '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)

32 DATES OF NEXT MEETING:

Planning Tuesday 26th March 2024

Council Tuesday 9th April 2024

Councillor Surgery Saturday 23rd March 2024 Cllrs Stratton & Norman

33 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.

34 CLOSURES OF THE MEETING

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