



Councillor Duncan Rawlinson Town Mayor

Nichola Payne, Chief Officer

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Council Offices

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Essex

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3rd April 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 09th APRIL 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 – 3rd April 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. We will also take photographs when appropriate. 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 March 2024

4 MINUTES

To confirm and sign the minutes for the Council meeting held on the 12th March 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 ST PETERS HOSPITAL CLOSURE / BURNHAM SURGERY UPDATE

To receive a short presentation from a representative of the mid and south Essex integrated care board.

To receive the council's response submitted in relation to the St peters hospital consultation.

7 ACCOUNTS AND TRANSFER OF FUNDS

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

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

c) To approve and sign the comparison of actual to budgeted payments.

8 INTERNAL AUDITORS

To receive quotations from 3 Internal Auditors to carry out the annual internal audit prior to completion of the AGAR.

9 ANNUAL RISK ASSESSMENT

To receive and review the councils annual risk assessment and pass resolution where necessary.

10 COMMUNITY ENGAGEMENT CONTRACT REVIEW

To receive and pass resolution as necessary the 2024/25 Service level agreement for community engagement within Burnham.

11 UTILITIES UPDATE

To receive an update from the Chief Officer on the changeover of utilities contracts including broadband upgrades.

12 EVENTS

To receive an update on recent events and pass resolution where necessary on upcoming events.

13 ANNUAL TOWN AND PARISH MEETING

To receive an update from the Chief Officer on the town and parish meeting.

- 14 OBSERVATORY.**
To receive any update from Cllr Skeens on the installation of an observatory on Riverside Park
- 15 Health and Wellbeing**
As per the health and wellbeing report Burnham Town Council consider the logistics for a youth council visit be worked up by the the CO and a couple of interested Councillors so that the visit from the local primary school can take place on a suitable date.
- 16 CO-ORDINATORS', COMMITTEE AND WORKING GROUP REPORTS**
Reports to be considered as read where provided, Members allowed time to seek any clarification as required.
- 17 TOWN COUNCILLORS REPORT**
Reports to be considered as read where provided, Members allowed time to seek any clarification as required.
- 18 DISTRICT COUNCILLOR REPORTS**
Reports to be considered as read where provided, Members allowed time to seek any clarification as required.
- 19 COUNTY COUNCIL REPORTS**
Reports to be considered as read where provided, Members allowed time to seek any clarification as required.
- 20 CHIEF OFFICER'S REPORT**
Report to be considered as read, Members allowed time to seek any clarification as required.
- 21 COUNCIL DEVELOPMENT TRAINING**
Chief Officer to provide an update with regards to the development training due to take place on the 11th April 2024.
- 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:**
Planning Tuesday 23th April 2024
Town and Parish Saturday 20th April 2024
Council Tuesday 7th May 2024
Councillor Surgery Saturday 27th April 2024
- 24 CLOSURES OF THE MEETING**
To close the Meeting having considered and determined all items of business.