



Councillor Bob Calver, Town Mayor

Sarah Grimes, Town Clerk

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**ALL COUNCILLORS
BURNHAM-ON-CROUCH TOWN COUNCIL**

2 May 2018

Dear Sir/Madam,

STATUTORY ANNUAL MEETING OF THE TOWN COUNCIL

You are summoned to attend the above **Statutory Annual Meeting** of the Burnham-on-Crouch Town Council to be held in the Council Chamber of these offices on **Wednesday 9 May 2018 at 7.30 pm.**

Yours faithfully,

TOWN CLERK

N.B. The Council Chamber has the benefit of an infra-red loop system. Any person attending the Meeting who requires assistance with their hearing should ask the Town Clerk who will be pleased to help.

AGENDA

- 1 ELECTION OF TOWN MAYOR**
To elect the Town Mayor for 2018/2019.
- 2 DECLARATION OF ACCEPTANCE OF OFFICE**
To receive the Town Mayor's Declaration of Acceptance of Office.
- 3 APOLOGIES FOR ABSENCE**
- 4 ELECTION OF DEPUTY TOWN MAYOR**
To elect the Deputy Town Mayor for 2018/2019.
- 5 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.
Members are required to declare the existence and nature of any 'personal or prejudicial' interests relating to items on the Agenda having regard to the "Code of Conduct for Members". Members are reminded that they are also required to declare interests as soon as they become aware should the need arise throughout the Meeting.

6 LOCALISM ACT 2011 – DISCLOSABLE PECUNIARY INTERESTS (DPI's)

Members are reminded that at the Statutory Meeting of the Town Council on Wednesday 16 January 2013 the Town Council adopted the recommendations of the Monitoring Officer for the Maldon District in respect of land owned, or property rented, by Members/spouses and the setting of the Annual Precept, by Members who are MDC Council Tax payers, constituting DPI's. As a precautionary measure, until such time as there is a definitive determination of the above DPI issue by Government Regulation,

THE TOWN COUNCIL IS RECOMMENDED TO RESOLVE AS FOLLOWS: -

“that the Town Council grant a General Dispensation to all Members, in accordance with the pro-forma report set out in the MDC Monitoring Officer’s recommendation dated 7 January 2013, as an integral part of the Town Council’s Statutory Annual Meeting in May each year and a similar General Dispensation to all Members as an integral part of the Annual Budget Meeting each year”.

7 TOWN MAYOR’S ALLOWANCE

To agree the Town Mayor’s allowance for 2018/2019 (LGA 1972, ss15 (5) and 35(5)). At the Budget Meeting of the Town Council held on 9 January 2018, a budget of £1,000 was recommended and subsequently approved at the Statutory Meeting of the Town Council on 23 January 2018 (Minute 249 refers).

8 APPOINTMENT OF TOWN COUNCIL COMMITTEES

The 2017/2018 appointments are set out below: -

Committee/Panel/Working Group	Membership
PLANNING	All Members of the Town Council
ENVIRONMENT	Minute 26 of 24.5.17 “RESOLVED: - that i) a Burnham in Bloom/Environment committee still debate but feed actions through to a co-ordinator...”
EVENTS (Burnham Week, Quay Day, Festive Fayre)	Town Mayor, Deputy Town Mayor and Councillor Neil Pudney
ASSET MANAGEMENT – see note 1 below	Town Mayor, Mrs Helen Elliott, Neil Pudney and Mrs Wendy Stamp
APPOINTMENTS – note 2 below	Town Mayor, Cllrs. Mrs Helen Elliott, Ron Pratt, Mrs Wendy Stamp & Mike Wood
NEIGHBOURHOOD DEVELOPMENT PLAN STRATEGY GROUP	Town Mayor, Cllr. Peter Elliott, Cllr. Mrs Wendy Stamp and the Town Clerk
STANDING ORDER REVIEW GROUP	Town Mayor, Cllrs. Peter Elliott, Mrs Wendy Stamp and the Town Clerk

Note 1 - At the Meeting of the Town Council held on 13 February 2018, Members discussed the implementation of a Finance & Asset Management Committee.

It was **RESOLVED: - that the Town Council implement a Finance and Asset Management Committee, subject to clarification and agreement of terms of reference by full Council and, that the committee would not meet until a new RFO was in place (Minute 281 refers).**

Members are requested to consider the above.

Note 2 - At the Meeting of the Town Council held on 13 February 2018, it was **RESOLVED: - that the Council will consider appointing a staffing committee to replace the Appointments Panel, at its Statutory Annual Council Meeting in May (Minute 284 refers).**

Members are requested to consider and determine the above.

9 REPRESENTATIVES ON EXTERNAL ORGANIZATIONS/BODIES

To appoint Members to represent the Town Council on external organizations/bodies. For Members information the representatives for 2017/2018 are given below: -

	EXTERNAL BODY/ORGANIZATION	APPOINTEE/S
1	Village Hall Committee	Cllr. Mrs Helen Elliott
2	Town Twinning	The Town Mayor
3	Essex County Council's Parish Transport Meetings (twice yearly)	Rev. Paul Haworth (Cllr. Bob Calver to deputise)
4	Burnham Allotment & Garden Holders' Association.	Cllrs. Vanessa Bell and Mrs Wendy Stamp
5	Burnham United Charity	Cllr. Ron Pratt
6	Aylett's Charity	Cllrs. Mrs Helen Elliott, Mrs Louise Pudney and Mike Wood
7	Crouch Harbour Authority (Advisory)	Cllr. Neil Pudney
8	Burnham Week Ltd (formerly Joint Clubs' Committee)	Cllrs. Vanessa Bell and Peter Elliott
9	Friends of Hester Place	Cllr. Nick Skeens
10	Station House Management Committee	Town Mayor, Cllrs. Peter Elliott, Ron Pratt, plus Mrs Glynnis Dye, AGA, ESSCRP, ECC(Arts) and the Town Clerk
11	Dengie Hundred Group of Parish Councils	Cllrs. Peter Elliott and Mrs Wendy Stamp
12	Railway Bridge Task Force	Cllr. Mike Wood
13	Burnham Institute Trust (Nominative Trustee – 4 year appointment)	Cllr. Mike Wood
14	Tourist & Community Information Centre Liaison Committee	Cllrs. Mrs Helen Elliott and Mrs Wendy Stamp
15	Burnham Carnival Committee	Cllr. Ron Pratt
16	SURE START	Cllr. Neil Pudney
17	Local Liaison Committee for RSPB Wallasea Island Coastal Wildlife Reserve	Cllr. Peter Elliott
18	Burnham-on-Crouch Chamber of Commerce	Cllrs. Mrs Wendy Stamp and Mike Wood
19	NAP	Cllrs. Vanessa Bell and Mrs Wendy Stamp
20	Burnham in Bloom	see ENVIRONMENT above
21	Friends of Burnham Cemetery Chapel	??? Cllr. Ron Pratt
22	Dengie Hundred Bus Users' Group	Rev. Paul Haworth
23	Bradwell Local Community Liaison Council	Cllr. Peter Elliott
24	Emergency Planning Information (MDC)	Town Mayor, Deputy Town Mayor and the Town Clerk
25	Riverside Park Task Force	Cllrs. Vanessa Bell, Bob Calver, Nick Skeens and Mrs Wendy Stamp
26	Coastal Community Team	Cllrs. Vanessa Bell and Wendy Stamp

10 APPOINTMENT OF MEMBERS/PERSONS TO INTERNAL OFFICES

To appoint Members/Residents to the Town Council's Internal Offices. For Members information the appointees for 2017/2018 are given below: -

INTERNAL OFFICE	APPOINTEE/S
General Purposes Co-ordinator	Cllr. Peter Elliott
Highways Co-ordinator	Cllr. Bob Calver
Footpaths & Rights of Way	Cllr. Vanessa Bell
Tree Warden	Mrs Jean Evans
Transport Representative	Rev. Paul Haworth
Conservation Area Inspection Team	All Town Councillors
Environment Co-ordinator	Cllr. Mike Wood
Neighbourhood Development Plan Co-ordinator	Cllr. Peter Elliott
Website Editor	Cllr. Nick Skeens (deputy Cllr. Mrs Wendy Stamp)

11 BANKING ARRANGEMENTS

The Town Council currently banks with Barclays and its accounts are held at the Burnham branch.

The Town Council's current cheque signatories are Councillor Bob Calver (as Town Mayor) Councillor Ron Pratt, Councillor Neil Pudney, Councillor Mrs Wendy Stamp and the Town Clerk. The banking mandate requires that the Town Mayor is a signatory.

The Town Clerk is a signatory for the purposes of the day to day management of the Council's accounts only and does not sign cheques.

Members are requested to nominate five authorised signatories to comply with the Town Council's banking Mandate. In addition to the Town Mayor, Members are recommended to nominate three Town Councillors and the Town Clerk to be authorised signatories for the purpose of managing the accounts.

12 APPOINTMENT OF SCHOOL GOVERNORS

The Ormiston Rivers Academy now has a Governing Body in accordance with the requirements of the Ormiston Trust.

As reported to previous Statutory Annual Meetings, Burnham and St. Mary's Primary Schools have adopted constitutions, under the appropriate legislation, that do not **require** the appointment of a minor Local Authority representative.

13 ANNUAL SUBSCRIPTIONS

To approve payment of annual subscriptions for the following: -

- a) Essex and National Associations of Local Councils,
- b) Society of Local Council Clerks,
- c) Clerks & Councils Direct,
- d) Dengie Hundred Group of Parish Councils,
- e) Rural Community Council of Essex,
- f) Friends of Historic Essex,
- g) Burnham-on-Crouch Chamber of Commerce,
- h) Maldon Community Transport,
- i) Dengie Hundred Bus Users Group.

14 DEEDS AND TRUST INSTRUMENTS

The following deeds and trust instruments, in the custody of the Town Council, are available for Members to inspect in the Town Clerk's Office: -

- a) Town Council Offices,
- b) Allotments documents and Wayleave consent,
- c) War Memorial,
- d) Lease to the Burnham Allotment & Garden Holders' Association,
- e) Clock Tower and Town Clock,
- f) Documents of Aylett's Charity,
- g) Providence Car Park,
- h) Various open spaces/amenity areas within the Town.

15 ATTENDANCE AT MEETINGS - 2017/2018

The attendance records of Members at the official meetings of the Town Council to which they had been summoned to in 2017/2018 are set out below:

Member	Town Council	Planning Committees	Total Meetings
	17	23	40
Councillor: -			
Vanessa Bell	14	19	33
Bob Calver	16	22	38
Mrs Helen Elliott	13	15	28
Peter Elliott	11	11	22
Mrs Una Norman *	2	2	4
Ron Pratt	14	18	32
Mrs Louise Pudney	14	10	24
Neil Pudney	15	14	29
Nick Skeens **	14	13	27
Mrs Wendy Stamp	17	22	39
Mike Wood	12	12	24

* resigned 24.5.17 ** elected 20.7.17

16 CLOSURE OF THE MEETING

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