



**Councillor Ron Pratt, Town Mayor**

**Sarah Grimes, Town Clerk**

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

3 May 2017

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 10 May 2017 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 2017/2018.
- 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 2017/2018.
- 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 in October/November each year”.**

## 7 TOWN MAYOR’S ALLOWANCE

To agree the Town Mayor’s allowance for 2017/2018 (LGA 1972, ss15 (5) and 35(5)). At the Budget Meeting of the Town Council, held on 28 November 2016, a budget of £1,000 was recommended and subsequently approved at the Meeting of the Town Council on 14 December 2016 (Minute 217 refers).

## 8 MINUTES

The Minutes of the Meeting of the Town Council held on Wednesday 12 April 2017 and the Extraordinary Meeting of the Town Council held on Tuesday 18 April 2017, will be submitted to the Meeting of the Town Council to be held on Wednesday 24 May 2017.

## 9 PLANNING COMMITTEE MINUTES

To receive the confirmed Minutes of the Planning Committee held on Wednesday 12 April 2017

## 10 APPOINTMENT OF TOWN COUNCIL COMMITTEES

The 2016/2017 appointments are set out below: -

<b>Committee/Panel/Steering Group</b>	<b>Membership</b>
<b>PLANNING</b>	All Members of the Town Council
<b>ENVIRONMENT</b>	Town Mayor and Councillors Mrs Una Norman, Bob Calver and Mike Wood, MDC Officers plus representatives from Community Groups
<b>EVENTS</b>	Town Mayor, Deputy Town Mayor and Councillor Neil Pudney
<b>ASSET MANAGEMENT</b>	Cllrs. Bob Calver, Mrs Helen Elliott, Ron Pratt, Neil Pudney and Mrs Wendy Stamp
<b>APPOINTMENTS *</b>	Cllrs. Mrs Helen Elliott, Mrs Wendy Stamp & Mike Wood
<b>NEIGHBOURHOOD PLAN</b>	All Members of the Town Council plus representatives from Community Groups
<b>STANDING ORDER REVIEW GROUP NEW (Minute 279 of 15.2.17)</b>	Town Mayor, Deputy Town Mayor, Cllrs. Peter Elliott and Mrs Wendy Stamp

\* Councillor Ron Pratt temporarily removed himself from the Panel during the interview process for the appointment of a Town Clerk in 2016, prior to the Statutory Annual Meeting of the Town Council held on Wednesday 25 May 2016. Councillor Pratt is a current member of the Panel. Councillor Bob Calver was appointed to the Panel at the Extraordinary Meeting of the Town Council held on Tuesday 18 April 2017.

## 11 REPRESENTATIVES ON EXTERNAL ORGANIZATIONS/BODIES

To appoint Members to represent the Town Council on external organizations/bodies. For Members information the representatives for 2016/2017 are given below: -

	<b>EXTERNAL BODY/ORGANIZATION</b>	<b>APPOINTEE/S</b>
1	Village Hall Committee	Cllr. Mrs Helen Elliott
2	Town Twinning	Current Town Mayor (from 14.12.16)
3	Essex County Council's Parish Transport Meetings (twice yearly)	Rev. Paul Haworth and Cllr. Mrs Una Norman
4	Burnham Allotment & Garden Holders' Association.	Cllr. Mrs Una Norman
5	Burnham United Charity	Cllr. Ron Pratt
6	Aylett's Charity	Cllrs. Mrs Helen Elliott, Mrs Una Norman and Mrs Louise Pudney
7	Crouch Harbour Authority (Advisory)	Cllr. Neil Pudney
8	Joint Clubs Committee (now Burnham Week Limited)	Cllr. Peter Elliott and Bob Calver
9	Memorial Fund <b>(the account was changed to the Clock Tower fund that has now been expended)</b>	Cllrs. Mrs Helen Elliott, Mrs Una Norman and Neil Pudney
10	Friends of Hester Place	Cllr. Mrs Una Norman
11	Station House Management Committee	Town Mayor, Cllrs. Bob Calver (appt. from 14.12.16), Mrs Una Norman, plus Mrs Tracy Saunders, AGA, ESSCRP, ECC(Arts), BTF & Town Clerk
12	Dengie Hundred Group of Parish Councils	Cllrs. Peter Elliott and Mrs Wendy Stamp
13	Railway Bridge Task Force	Cllr. Mrs Una Norman
14	Burnham Institute Trust (Nominative Trustee – 4 year appointment)	Cllr. Mike Wood
15	Tourist & Community Information Centre Liaison Committee	No Appointment
16	Burnham Carnival Committee	Cllr. Ron Pratt
17	Maldon & Dengie Children's Centres Advisory Board	Cllr. Mrs Louise Pudney
18	Local Liaison Committee for RSPB Wallasea Island Coastal Wildlife Reserve	Cllr. Peter Elliott and Mrs Una Norman
19	Burnham-on-Crouch Chamber of Commerce	Cllrs. Mrs Wendy Stamp and Mike Wood
20	NAP (formerly Local Community Police Committee)	Cllrs. Bob Calver and Mrs Wendy Stamp
21	Burnham in Bloom	Within Environment Committee remit
22	Friends of Burnham Cemetery Chapel	Cllr. Ron Pratt
23	Dengie Hundred Bus Users' Group	Cllr. Mrs Una Norman
24	Bradwell Local Community Liaison Council	Cllr. Peter Elliott
25	Emergency Planning Information (MDC)	Town Mayor, Deputy Town Mayor and Town Clerk
26	Riverside Park Task Force	Cllrs. Vanessa Bell (appt. from 14.12.16), Bob Calver, Mrs Una Norman and Mrs Wendy Stamp
27	Coastal Community Team	Cllrs. Mrs Una Norman and Mrs Wendy Stamp (appt. from 17.1.17)

## 12 APPOINTMENT OF MEMBERS/PERSONS TO INTERNAL OFFICES

To appoint Members/Residents to the Town Council's Internal Offices. For Members information the appointees for 2016/2017 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 (appt. from 14.12.16), Mr Iain Corbett & Mr Barry Davis
Tree Warden	Mrs Jean Evans
Transport Representative	Rev. Paul Haworth
Conservation Area Inspection Team	All Town Councillors

## 13 BANKING ARRANGEMENTS

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

At the Statutory Annual Meeting of the Town Council held on Wednesday 25 May 2016, it was resolved that the Town Clerks (and their successors in Office), be authorised signatories for the purpose of managing the accounts subject to the Mandate specifying only one Officer to sign with a Member (Minute 14 refers).

At the Statutory Meeting of the Town Council held on Thursday 13 October 2016, it was resolved that a) all Town Councillors be authorised signatories on the banking mandate, b) the Town Clerks be authorised signatories on the banking mandate and c) any two signatures will suffice but a Town Clerk will require a countersignature by a Town Councillor (Minute 149 d) refers).

However, in order to satisfy Barclays mandate requirements in respect of the number of signatories permitted, at the Meeting of the Town Council held on Tuesday 8 November 2016, it was resolved that the authorised signatories be Councillors Ron Pratt, Mrs Una Norman, Neil Pudney and Mrs Wendy Stamp and, the Town Clerks (Minute 185 c) refers).

**Members are requested to nominate five authorised signatories to comply with the Town Council's banking Mandate. Members are recommended to nominate the Town Mayor, Deputy Town Mayor, two Town Councillors and the Town Clerk to be authorised signatories for the purpose of managing the accounts and that the Town Clerk will require a countersignature by a Town Councillor.**

## 14 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.

## 15 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.

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

## 17 ATTENDANCE AT MEETINGS - 2016/2017

The attendance records of Members at the official meetings of the Town Council to which they had been summoned to in 2016/2017 are set out below:

Member	Town Council – 15	Planning Committees – 16	Total Meetings – 31
<b>Councillor: -</b>			
Vanessa Bell (elected 8.12.16)	6	7	13
Bob Calver	14	13	27
Mrs Helen Elliott	11	3	14
Peter Elliott	8	2	10
Mrs Una Norman	12	14	26
Ron Pratt	14	14	28
Mrs Louise Pudney	7	2	9
Neil Pudney	11	7	18
Mrs Wendy Stamp	14	14	28
Mrs Tania Ward (resigned 15.9.16)	4	2	6
Mike Wood	10	8	18

Further to Minute 19 of the Statutory Annual Meeting of the Town Council held on Wednesday 25 May 2016, at the Meeting of the Town Council held on Tuesday 28 June 2016, it was resolved that the record of attendance for Environment Committee meetings would not be included (Minute 59 refers).

## 18 ANY OTHER BUSINESS

To consider any items of an urgent nature for the efficiency/continuity of the Town Council's business and/or services.

## 19 CLOSURE OF THE MEETING

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