



**Councillor Bob Calver, Town Mayor**

**Sarah Grimes, Town Clerk**  
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**ALL COUNCILLORS**  
**BURNHAM-ON-CROUCH TOWN COUNCIL**

4 December 2017

Dear Sir/Madam,

**TOWN COUNCIL MEETING**

You are summoned to attend a **Meeting of the Burnham-on-Crouch Town Council**, to be held in the Council Chamber of these Offices on **Tuesday 12 December 2017 at 7.30 pm.**

Yours faithfully,

TOWN CLERK

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

**AGENDA**

**1 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.**

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.

**3 TOWN MAYOR'S ANNOUNCEMENTS**

**4 MINUTES AND MATTERS ARISING**

To confirm the Minutes of the Meeting of the Town Council held on Thursday 23 November 2017.

**5 PLANNING COMMITTEE MINUTES**

To receive the confirmed Minutes of the Planning Meetings held on Tuesday 14, Thursday 23 and Wednesday 29 November 2017.

## **6 TOWN CLERKS' REPORT**

To receive the Town Clerk's Report and pass any Resolutions and Orders as may be necessary.

## **7 DIARY DATES**

Members to note: - **SEE SEPARATE SHEET.**

## **8 CO-ORDINATORS' REPORTS**

- a) General Purposes
- b) Highways
- c) Environment
- d) Neighbourhood Development Plan

## **9 DISTRICT COUNCILLORS' REPORTS**

To receive reports from District Councillors.

## **10 TOWN COUNCIL REPRESENTATIVES' REPORTS**

To receive reports from Town Council Representatives on external bodies/organizations.

## **11 ACCOUNTS AND TRANSFER OF FUNDS**

- a) To approve the payment of Accounts for November/December 2017 and agree a transfer of funds to meet the Town Council's financial requirements,
- b) To receive the comparison of actual to budgeted payments and receipts to December 2017.

## **12 GRANTS AND DONATIONS**

**The Budget for 2017/2018 is £460.**

No requests have been received for this Meeting.

## **13 TOWN COUNCIL SURGERIES**

A Surgery will be held in the Council Offices between 10.30 and 11.30 am on the following dates: - (no appointment is necessary)

SATURDAY 16 DECEMBER – Councillor Vanessa Bell.

SATURDAY 13 JANUARY 2018 – to be determined.

## **14 RSPB WALLASEA ISLAND WILD COAST PROJECT (standing item)**

To receive any updates on the above.

## **15 NEIGHBOURHOOD ACTION PANEL**

To receive a report from Members who attended the meeting held on Thursday 30 November 2017.

## **16 ENVIRONMENT COMMITTEE**

Further to Minute 178 of the Meeting of the Town Council held on Thursday 23 November, **“RESOLVED: - that i) Councillor Vanessa Bell prepare a written Proposal for the next Meeting of the Town Council, for a body that would replace the position of Environment Co-ordinator and ii) the Town Mayor, Councillor Bob Calver, make contact with both Maldon and Halstead ‘in Bloom’ for details of how they operate and provide a model to Councillor Bell accordingly”**,

to receive a Proposal from Councillor Vanessa Bell in respect of the above.

**17 TOWN COUNCIL WEBSITE**

To receive a Report from Councillor Nick Skeens, the Town Council's website Editor.

**18 PUBLIC SPACE PROTECTION ORDER**

Further to Minute 186 of the Meeting of the Town Council held on Thursday 23 November 2017, to receive a Report from Councillor Vanessa Bell in respect of the above.

**19 TOWN LITTER PICK**

To receive a Proposal from Councillor Vanessa Bell in respect of the above.

**20 ANY OTHER BUSINESS**

For the exchange of urgent information or to allow genuinely urgent issues to be raised.

**21 QUESTIONS**

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.

**22 EXCLUSION 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.

**23 STAFF MATTERS, LAND MATTERS AND TOWN COUNCIL OFFICES**

- i) to receive a Report from the Appointments Panel.
- ii) to receive a Report from the Asset Management Panel.

**24 CLOSURE OF THE MEETING**

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