



Councillor Bob Calver, Town Mayor

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ALL COUNCILLORS
BURNHAM-ON-CROUCH TOWN COUNCIL

17 January 2018

Dear Sir/Madam,

STATUTORY TOWN COUNCIL MEETING

You are summoned to attend a **Statutory Meeting of the Burnham-on-Crouch Town Council**, to be held in the Council Chamber of these Offices on **Tuesday 23 January 2018 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 Tuesday 12 December 2017 and the Budget Meeting held on Tuesday 9 January 2018.

5 PLANNING COMMITTEE MINUTES

To receive the confirmed Minutes of the Planning Meetings held on Tuesday 12 and Monday 18 December 2017 and Tuesday 9 January 2018.

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 January 2018 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 January 2018.

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 10 February 2018 – to be determined.

SATURDAY 10 March 2018 – to be determined.

14 RSPB WALLSEA ISLAND WILD COAST PROJECT (standing item)

To receive any updates on the above.

15 NEIGHBOURHOOD ACTION PANEL

To receive any updates and to note that the next meeting will be held on Thursday 25 January 2018.

16 ORIGINAL BUDGET 2018/2019

Further to Minute 226 of the Budget Meeting held on Tuesday 9 January 2018,

Members are requested to consider and determine a Budget for 2018/2019 to reflect the Town Council's commitments and spending plans.

17 TOWN COUNCIL PRECEPT FOR 2018/2019

Further to Minute 227 of the Budget Meeting held on Tuesday 9 January 2018 and in accordance with Standing Order 7 (a),

Members are requested to consider the determination of a Precept for 2018/2019.

18 INFORMAL MEETINGS OF COUNCILLORS

Further to Minute 226 of the Budget Meeting held on Tuesday 9 January 2018,

Members are requested to consider and determine whether to continue to hold informal meetings and in particular, pre-budget informal meetings.

19 TOWN COUNCIL WEBSITE

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

20 'LITTLE SHIPS' DUNKIRK EVACUATION

To receive an update from the Town Mayor and Councillor Nick Skeens.

21 TOWN COUNCIL 'OUTREACH'

Further to Minute 206 of the Meeting of the Town Council held on Tuesday 12 December 2017, Members are requested to consider the above and in particular whether to hold 'outreach' Town Council Surgeries.

22 FORMATION OF A GROUP OF VOLUNTEERS

Further to Minute 209 of the Meeting of the Town Council held on Tuesday 12 December 2017, to receive an update from the Town Mayor and Councillor Vanessa Bell.

23 STAFFING COMMITTEE

Further to Minute 302 of the Meeting of the Town Council held on Tuesday 12 December 2017, to receive a Report from the Town Clerk on the formation of a Staffing Committee.

Members are requested to consider and determine the above.

24 ANY OTHER BUSINESS

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

25 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.

26 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.

27 STAFF MATTERS, LAND MATTERS AND TOWN COUNCIL OFFICES

i) to receive a Report from the Appointments Panel and the Town Clerk.

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

iii) to receive a Report from the General Purposes Co-ordinator.

28 CLOSURE OF THE MEETING

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