



Councillor Bob Calver, Town Mayor

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CM0 8JA

ALL COUNCILLORS
BURNHAM-ON-CROUCH TOWN COUNCIL

19 July 2017

Dear Sir/Madam,

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 **Wednesday 26 July 2017 at 7.30 pm.**

Yours faithfully,

A handwritten signature in black ink, appearing to be 'S.G.', written over a horizontal line.

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 APOLOGIES FOR ABSENCE

2 DECLARATION OF ACCEPTANCE OF OFFICE

To confirm that the Town Councillor elected to the North Ward of the Town on Thursday 20 July 2017, has signed their Statutory Declaration of Office as a Town Councillor and completed their Statutory Declaration of Interest in accordance with the Localism Act 2011 and the Code of Conduct for Members, adopted by the Town Council.

3 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.

4 TOWN MAYOR'S ANNOUNCEMENTS

5 MINUTES AND MATTERS ARISING

To confirm the Minutes of the Meeting of the Town Council held on Tuesday 27 June 2017.

6 PLANNING COMMITTEE MINUTES

To receive the confirmed Minutes of the Planning Meetings held on Tuesday 27 June and Monday 10 July 2017.

7 TOWN CLERKS' REPORT

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

8 DIARY DATES

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

9 CO-ORDINATORS' REPORTS

To consider Reports from Co-ordinators and to pass any necessary resolutions:

- a) General Purposes
- b) Highways
- c) Environment

10 DISTRICT COUNCILLORS' REPORTS

To receive reports from District Councillors.

11 TOWN COUNCIL REPRESENTATIVES' REPORTS

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

12 ACCOUNTS AND TRANSFER OF FUNDS

- a) To approve the payment of Accounts for July 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 July 2017.
- c) To note that the Annual Return and supporting documentation for 2016/2017 has been submitted to PKF Littlejohn LLP, the Town Council's External Auditor.

13 GRANTS AND DONATIONS

The Budget for 2017/2018 is £2,100.

All Members have received a copy of the letter from Caroline Sarychkin, Chairman of the Burnham Carnival Committee, requesting financial assistance for this year's Carnival.

Members are requested to consider and determine the above.

14 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 12 August – Recess

SATURDAY 9 September – to be determined

- 15 LOCAL DEVELOPMENT PLAN (LDP) and NEIGHBOURHOOD PLAN (NP)**
a) To receive an update on the Maldon District Local Development Plan.
b) To receive an update on the Neighbourhood Development Plan following the Referendum on Thursday 20 July 2017.
- 16 RSPB WALLASEA ISLAND WILD COAST PROJECT (standing item)**
To receive a report on the Meeting held on Wednesday 19 July 2017.
- 17 NEIGHBOURHOOD ACTION PANEL (formerly local police community meeting)**
The next Meeting of the above will be held on Thursday 27 July 2017.
- 18 PEDESTRIAN CROSSING IN CHURCH ROAD**
To receive a report from Councillor Mrs Wendy Stamp.
- 19 ALLOTMENTS**
To receive a report from Members who attended the meeting with the Allotment Committee on Monday 3 July 2017, to discuss any issues arising from the annual inspection.
- 20 TOWN COUNCIL WEBSITE**
Further to Minute 51 of the Meeting of the Town Council held on Tuesday 27 June 2017, to consider the updating and maintenance of the Town Council's website.
- 21 REPRESENTATIVES ON EXTERNAL ORGANIZATIONS/BODIES**
Further to Minute 69 of the Meeting of the Town Council held on Tuesday 27 June 2017, to appoint Members to represent the Town Council on external organizations/bodies.

	EXTERNAL ORGANIZATIONS/ BODIES	APPOINTEE/S
3	Essex County Council's Parish Transport Meetings (twice yearly)	Rev. Paul Haworth and ????
6	Aylett's Charity	Cllrs. Mrs Helen Elliott, ????
9	Memorial Fund (the account was changed to the Clock Tower fund that has now been expended)	and Mrs Louise Pudney Cllrs. Mrs Helen Elliott, ????
10	Friends of Hester Place	and Neil Pudney ????
11	Station House Management Committee	Town Mayor, Cllrs. Peter Elliott, ????
		plus Mrs Tracy Saunders, AGA, ESSCRP, ECC(Arts), BTF & the Town Clerk
13	Railway Bridge Task Force	????
18	Local Liaison Committee for RSPB Wallasea Island Coastal Wildlife Reserve	Cllr. Peter Elliott and ????
23	Dengie Hundred Bus Users' Group	????
26	Riverside Park Task Force	Cllrs. Vanessa Bell, Bob Calver, ????
		and Mrs Wendy Stamp
27	Coastal Community Team	Cllrs. ????
		and Mrs Wendy Stamp

22 SUMMER SWIMMING

To receive a report from the Town Clerk.

23 STANDING ORDERS AND FINANCIAL REGULATIONS

To note that Meetings of the Standing Orders and Financial Regulations Review Groups will be scheduled during the Town Council's summer Recess and that Members and the Town Clerk will report back to the Meeting of the Town Council to be held on Tuesday 5 September 2017.

24 ANY OTHER BUSINESS

Subject to prior notice having been given to the Town Mayor.

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 SUMMER RECESS – DELEGATION OF AUTHORITY 27 JULY TO 4 SEPTEMBER 2017

To resolve that "authority be delegated to the Town Clerk, to act in the absence of Town Council, Committee and Sub-Committee Meetings, in consultation with the Town Mayor, Deputy Town Mayor and such other Town Councillors as may be necessary, in all matters except those specifically reserved by Statute for determination by the Town Council".

27 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.

28 STAFF MATTERS AND LAND MATTERS

i) to receive a report from the Appointments Panel on the progress of the appointment of a new member of staff,
ii) further to Minute 73 of the Meeting of the Town Council held on Tuesday 27 June 2017, to review the terms and conditions of the Lease of the Allotment site in Arcadia Road to the Burnham Allotment & Garden Holders' Association.

29 CLOSURE OF THE MEETING

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