



**Councillor Mrs Wendy Stamp  
Town Mayor**

**Sarah Grimes, Town Clerk  
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17 July 2020

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

Dear Sir/Madam,

**EXTRAORDINARY TOWN COUNCIL MEETING**

You are summoned to attend an **Extraordinary Meeting of the Burnham-on-Crouch Town Council**, to be held remotely\* (on Microsoft teams) on **Friday 24 July 2020 at 10 am.**

**\* The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020**, enable meetings to be held remotely, and allow local authorities to hold and alter the frequency and occurrence of meetings without the need for further notice. The changes in legislation have been made in order to help smaller authorities in the performance of their duties as a result of the restrictions of movement and limitations on social contact necessary to limit the spread of the Covid-19 virus.

Members of the Public and Press are welcome to attend the Meeting. Anyone so wishing must provide their email address to the Town Clerk at [office@burnhamtowncouncil.com](mailto:office@burnhamtowncouncil.com) or by telephone on 01621 783 426, by 9.30 am on Thursday 23 July 2020 at the latest. A link to join the Meeting will be sent to them. Personal data will be processed in accordance with Article 6 of the General Data Protection Regulation 2018 (GDPR).

Yours faithfully,

TOWN MAYOR

**Sound Recording of Meeting**

Please note that the Council will be recording any part of this Meeting held in open session for subsequent publication on the Council's website. Members of the public attending the Meeting with a view to speaking are deemed to be giving permission to be included in the recording.

**The Town Mayor will explain the procedures for speaking and voting at the Meeting.**

## AGENDA

### 1 **ACCEPTANCE OF RESIGNATION OF TOWN MAYOR AND ELECTION OF NEW TOWN MAYOR**

To accept the resignation of the Town Mayor, Councillor Wendy Stamp, and to elect a new Town Mayor for 2020/21.

### 2 **DECLARATION OF ACCEPTANCE OF OFFICE**

To receive the Town Mayor's Declaration of Acceptance of Office.

### 3 **ELECTION OF DEPUTY TOWN MAYOR\***

To elect a Deputy Town Mayor for 2020/21 (\*if required).

### 4 **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

### 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 **DATE OF NEXT MEETING**

The next Meeting of the Town Council will be held on Tuesday 8 September 2020 at 7.30 pm and will take place remotely, in accordance with **The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.**

### 7 **PUBLIC PARTICIPATION AT REMOTE MEETINGS**

In order to facilitate the efficient running of remote Council Meetings, members of the public and press will be requested to send questions relating to an Agenda Item under **"PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA**

To receive questions from the public and press", in writing, to the Town Clerk by 9.30 am on the day prior to a Meeting. This procedure would commence with the Meeting on Tuesday 8 September 2020. The summons for a Meeting would clearly state the procedure. **Members are requested to consider and determine the above.**

### 8 **SUMMER RECESS – DELEGATION OF AUTHORITY 24 JULY TO 8 SEPTEMBER 2020**

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".

### 9 **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.

### 10 **STATION HOUSE**

To receive a report from Councillors Wendy Stamp, Ron Pratt C.C. and the Town Clerk.

### 11 **CLOSURE OF THE MEETING**

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