



**Councillor Fiona Clegg
Town Mayor**

**Sarah Grimes, Town Clerk
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**Council Offices
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BURNHAM-ON-CROUCH
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CM0 8JA**

27 August 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 to be held remotely* (on Microsoft teams) on **Friday 4 September 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 or by telephone on 01621 783 426, by 9.30 am on Thursday 3 September 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).

Supporting documentation for Agenda Items held in the public session of this Meeting will be available via the Council's website.

Yours faithfully,

Vanessa Bell

TOWN COUNCILLOR

Wendy Stamp

TOWN COUNCILLOR

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 Clerk 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 Fiona Clegg, 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 ACCEPTANCE OF RESIGNATION OF DEPUTY TOWN MAYOR AND ELECTION OF NEW DEPUTY TOWN MAYOR

To accept the resignation of the Deputy Town Mayor, Councillor Nick Skeens, and to elect a new Deputy Town Mayor for 2020/21.

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

Members to note that 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 STAFFING COMMITTEE

To appoint one new member to the above committee and to agree a date for a meeting.

8 CLOSURE OF THE MEETING

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