



BURGH LE MARSH TOWN COUNCIL

27th April 2021

DEAR COUNCILLOR,

YOU ARE HEREBY SUMMONED TO ATTEND THE ANNUAL MEETING BURGH LE MARSH TOWN COUNCIL ON:

**Tuesday 4th May 2021 at 7.00pm
Remote Meeting**

Join Zoom Meeting

<https://us02web.zoom.us/j/89277488861?pwd=WEo2ei94LzJNM0t2YnpBbDBNdVI1UT09>

**Meeting ID: 892 7748 8861
Passcode: 610390**

THE BUSINESS TO BE DEALT WITH IS LISTED IN THE **AGENDA ENCLOSED**

YOURS SINCERELY

KELLY STEVENSON, TOWN CLERK

IMPORTANT NOTES

- 1. There will be no preceding Planning Committee meeting.**
- 2. There will be an opportunity for prayer prior to the start of the meeting.**
- 3. The purpose of the public session is simply to take statements or questions from members of public for handling in future or immediate assignment to the Clerk and not for discussion presently. Please note there is now an agenda item after the Chairman's remarks to discuss any matters arising from the public session.**

TOWN CLERK: K. STEVENSON. BURGH LE MARSH TOWN COUNCIL OFFICE, TINKERS GREEN,
JACKSONS LANE, BURGH LE MARSH, PE24 5LA

TEL: 01754 811218 Email: burghlemarshclerk@btconnect.com

AGENDA

1. Election of Chairman
2. Chairman's Declaration of office.
3. Election Deputy Chairman
4. Deputy Chairman's Declaration of office.
5. Receive apologies
6. Vote on council structure and proposed meeting dates (see appendix 1)
7. Review and update Council's emergency operating procedure in light of covid restrictions and Government Guidelines until 30th June 2021 (see appendix 2)
8. Exclude press and public pursuant to the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the following business to be discussed.
(Due to this being a remote meeting any member of public attending will be placed in the meeting waiting room)
9. Receive quotations and vote on a chosen contractor for treatment of the Council Building, and painting of the WC and storage container at Tinkers Green (see appendix 3)

Appendix Schedule

1. Council meeting structures.
2. Emergency operating procedure (extended)
3. Quotations (pink – supplied at the meeting)