



## Burnham-on-Sea & Highbridge TOWN COUNCIL

### XXX COMMITTEE MEETING

To: The Chairman – Cllr

You are hereby summoned to attend the next meeting of the xxx Committee to be held at 7pm on [DATE] 2021 at the Old Courthouse, Jaycroft Road, Burnham-on-Sea

**In order to help keep each other safe, all attendees at meetings are asked to be considerate of others and follow requests given by the chairman at the meeting. We will be grateful if you will continue to please:**

- use the hand sanitiser at the entry point
- use the NHS app at the door to record your attendance
- take your seat on arrival and remain seated throughout at the set distance
- leave promptly at the end of the meeting
- If you are able, please wear a face covering that fits over the nose and mouth

Yours sincerely

Samantha Winter  
Town Clerk  
[Date] 2021

A public participation session will be held **during the meeting**. Anyone wishing to speak **on any matter on this agenda** should give notice to the town clerk by midday on the Thursday before the meeting.

Please be aware that meetings are recorded.

The Old Courthouse Jaycroft Road Burnham-on-Sea Somerset TA8 1LE  
Tel: 01278 788088  
Email: [admin@burnham-highbridge-tc.gov.uk](mailto:admin@burnham-highbridge-tc.gov.uk)  
Web: [burnham-highbridge-tc.gov.uk](http://burnham-highbridge-tc.gov.uk)

**Commented [SW1]:** The Ibabs electronic meeting paper system to be introduced at the next appropriate meeting will require a change in the layout of our agendas. To meet this change and to implement a more useful agenda, the following format is proposed. If the council resolves to adopt the changes below, standing orders will be amended to reflect the changes.

A similarly revised format can be used for the full town council and planning agendas

**Commented [SW2]:** The legal position that no decision can be made on any matter outside of the agenda tends to leave a public comment not responded to at the meeting and therefore unresolved. This is often an unsatisfactory position for all.

A member of the public wishing to speak about a matter outside a current agenda should first contact a councillor to assist, and, if necessary, that councillor will request that an item is added to the agenda.

## AGENDA

1. To receive apologies for non-attendance
2. To receive any declarations of interest on items included on this agenda.
3. To receive and approve the minutes of the committee meeting held on [date]
4. To note updates to the action list

5. Formal announcements from the chair

6. Public participation session relating to items on this agenda

7. Motions for note/resolution

7.1	To receive a report on...
7.2	To receive report
7.3	To receive report
7.4	

8. Financial Reports

8.1	To receive the income and expenditure report for [month] 2021.
8.2	To receive

9. Motions requiring exclusion of press and public due the confidential nature of the matter to be discussed.

9.1	To resolve to exclude press and public from this item to discuss [subject] due [commercial/personal/legal]
9.2	To resolve to exclude...

10. The next meeting of this committee will be held on [date] at 7pm.

**Commented [SW3]:** Under the current agenda format, there is no opportunity for the chairman or any councillor to update a committee on a matter outside of the agenda.

Under this new item, the chairman can also invite other committee members to speak if they have an update.

This is NOT an item under which to start a discussion or take any decision (that requires a full agenda item).

The chairman might prefer to request that, before the meeting starts, they are made aware of updates to be given.

**Commented [SW4]:** This is also where councillors who are not members of the committee, or who have 'other' interests can speak on an item (in line with the Code of Conduct).

**Commented [SW5]:** This might be 'none'

**Commented [SW6]:** This can remain last as it is a statement and not a discussion item.