

Members of Burstow Parish Council are summoned to attend the Annual Meeting of Burstow Parish Council which will be held at CENTENARY HALL, WHEELERS LANE, SMALLFIELD, on Tuesday 9th May 2022 at 7.00pm.

THE PUBLIC HAVE A RIGHT AND ARE WELCOME TO ATTEND THE MEETING

Jennie Ryan
Clerk

03/05/2023

AGENDA

Open Forum – for members of the public to speak to the Council about any item listed on the agenda– limited to 3 minutes per individual and 15 minutes in total

- 1 Election of Chairman
- 2 Chairman to sign declaration of office (if present)
- 2 Election of Vice-Chairman
- 3 Delivery of Councillors of their declaration of acceptance of office, register of interests and consent to receive summons electronically
- 4 Apologies for absence
- 5 To sign the minutes of the Full Council Meeting of Tuesday 14th March 2023
- 6 Review of delegation arrangements and terms of reference to committees, sub-committees and employees (previously circulated)
Finance & General Purposes, Planning, Properties & Projects, Neighbourhood Plan Sub-Committee, Flood Action Group
- 7 Receipt of Nominations to existing committees and representation on external bodies; other nominations may take place on the night
 - (i) Finance & General Purposes - That the Council appoint to the Finance & General Purposes committee with full delegated powers for: All aspects of finance including preparing budgets for Full Council; Administration; Staff & Recruitment including staff appraisals; Legal matters including leases etc;
 - (ii) Planning - That the Council appoint representatives to the Planning committee with full delegated powers for all aspects of planning
Nominations received for:
 - (ii) Properties & Projects - full delegated powers to cover the following areas: Allotments – Plough Road, Burstow Gardens, Keepers Corner and the land at Keepers Corner, Car Parks – both at Centenary Hall & Keepers Corner; Surgery grounds; Centenary Hall – all aspects including maintenance; Community Café; All aspects of Youth including recreation and the playgrounds; Street furniture and the VAS; Parish gardens; Highways, new projects
Neighbourhood Plan Sub-Committee –
Flood Action Group –
GatCom –
Car Park construction
School liaison

- 8 To delegate review standing orders and financial regulations to sub-committee for recommendations at the July meeting
- 9 To delegate review the following
 - Inventory of land and assets
 - Insurance cover
 - Membership of other bodies
 - Councils' complaints procedure and policy documents
- 10 To accept meeting dates for the forthcoming year (previously circulated)
- 11 Declarations of Interest
- 12 Chairman's Announcements
- 13 Matters arising from those minutes
- 14 Update by Surrey County Councillor
- 15 Update by Tandridge District Councillors
- 16 Letters received
- 17 To receive the minutes from the committees
Finance – 11/4
Planning – 11 & 25/4
Properties & Projects – 28/4
- 18 To affirm the Parish Council's intention to exercise the Power of General Competence
- 19 Annual Return
a) Annual Return – Clerk to report on end-of-year accounts - not yet completed
- 20 Finance
- 21 Matters brought to Councils attention for inclusion on a future agenda