

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 8th May 2018 at 7.30pm.

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

Jennie Ryan
Clerk

02/05/2018

AGENDA

Open Forum – for members of the public to speak to the Council – limited to 3 minutes per individual and 15 minutes in total

- 1 Election of Chairman
- 2 Chairman to sign declaration of office
- 3 Election of Vice-Chairman
- 4 Apologies for absence
- 5 Declarations of Interest
- 6 To sign the minutes of the Full Council Meeting of Tuesday 13th March 2018
- 7 Matters arising from those minutes
- 8 Review of delegation arrangements and terms of reference to committees, sub-committees and employees
- 9 Receipt of Nominations to existing committees and representation on external bodies
 - (i) Finance & General Purposes - That the Council appoint the following representatives 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 the following representatives to the Planning committee with full delegated powers for all aspects of planning
 - (iii) Properties & Projects - full delegated powers to cover the following areas: Allotments – Plough Road, Burstow Gardens, Keepers Corner (current re-development is also covered under Local Housing) and the land at Keepers Corner, Car Parks – both at Centenary Hall & Keepers Corner; Surgery; Centenary Hall – all aspects including maintenance; All aspects of Youth including recreation and the playgrounds; Street furniture and the VAS; Parish gardens; Highways, new projects
- 10 To delegate a review of standing orders and financial regulations to sub-committee for recommendations at the July meeting (Phil & John?)
- 11 To review the following
 - Inventory of land and assets
 - Insurance cover
 - Membership of other bodies
 - Councils complaints procedure and policy documents
 - Meeting dates for the forthcoming year

- 12 Chairman's Announcements
- 13 Update by Surrey County Councillor
- 14 Update by Tandridge District Councillors
- 15 Letters received
- 16 To receive the minutes from the committees
 - a) Planning – 14 & 28/3, 11 & 25/4
 - b) Finance & General Purpose – 11/4
 - c) Properties – 28/3
 - d) Projects – 25/4
- 17 To affirm the Parish Council's intention to exercise the Power of General Competence
- 18 To consider and adopt the following policies and documents to comply with GDPR
 - Information Data Protection
 - Consent to Hold Contact Information
 - Document Retention and Disposal
 - List of Documents for Retention or Disposal
 - Removable Media
 - Social Media
- 19 Annual Return
 - a) Annual Return – Clerk to report on RBS visit to close end-of-year accounts
 - b) To authorise the Chairman and Clerk to sign off the Annual Return and send to External Auditor subject to Internal Auditors agreement
- 20 Finance
 - a) To receive Schedule of Payments to be ratified and authorised, list as laid before all Councillors
- 21 Matters brought to Councils attention for inclusion on a future agenda

MEMBERS OF THE PUBLIC ARE INVITED TO ATTEND; IF THE BUSINESS OF THE MEETING RENDERS IT NECESSARY THE COUNCIL MAY BY RESOLUTION ASK MEMBERS OF THE PUBLIC AND PRESS TO WITHDRAW.

Part II

- 22 To sign the confidential minutes of Tuesday 13th March 2018
- 23 Matters arising from the minutes
- 24 Neighbourhood Plan – to discuss and resolve future actions

Council Members: Trevor Brock, John Carney, Liz Cutter, Andrew Gilbert, Phil Hamlet, Bob Locke, Ray Holdsworth, Ian Wates and Ashleigh Bolton