

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

07/05/2024

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)
 - 3 Election of Vice-Chairman
 - 4 Apologies for absence
 - 5 To sign the minutes of the Full Council Meeting of Tuesday 12th March 2024
 - 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 –
School liaison
Social Media -

- 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 –
 - Planning –
 - Properties & Projects -
- 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
 - b) End of Year VAT reclaim
- 20 Finance report for April 2024
- 21 Matters brought to Councils attention for inclusion on a future agenda