

Burstow Parish Council

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 12th May 2026 at 7.00pm.

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

Jennie Ryan
Clerk

6/05/2026

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 10th March 2026
- 6 Review of delegation arrangements and terms of reference to committees, sub-committees and employees (previously circulated)
Finance & General Purposes, Planning, Neighbourhood Plan Sub-Committee, Flood Action Group
- 7 A proposal by Cllr Locke that BPC co-opt Rachel Farrow to the Council to fill the casual vacancy.
- 8 Receipt of Nominations to existing committees and representation on external bodies; other nominations may take place on the night
 - (i) Finance & General Purposes - That all members of the Council are appointed 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; allotments, land at Keepers Corner, Car Parks – hall, Redehall Road and Keepers Corner, Surgery grounds, Centenary Hall – all aspects including maintenance, youth provision, street furniture, new projects
 - (ii) Planning - That the Council appoint representatives to the Planning committee with full delegated powers for all aspects of planning
- 9 To appoint representatives to areas of responsibility or external groups and organisations. To include
Neighbourhood Plan Sub-Committee
Flood Action Group
GatCom
School liaison
Social Media
Centenary Hall
Hall Gardens
Drainage
Dowlands Lane field
Allotments

Keepers Corner Nature Garden
Men's Shed
Litter Angels
Playgrounds & Recreation
Car Parks

- 10 To delegate review standing orders and financial regulations to sub-committee for recommendations at the July meeting
- 11 To delegate review the following
 - Inventory of land and assets
 - Insurance cover
 - Membership of other bodies
 - Councils' complaints procedure and policy documents (currently the Parish Council adopts the TDC policies where Council does not have a policy).
- 12 To accept meeting dates for the forthcoming year (previously circulated)
- 13 Declarations of Interest
- 14 Chairman's Announcements
- 15 Matters arising from those minutes
- 16 Update by Surrey County Councillor
- 17 Update by Tandridge District Councillors
- 18 Letters received
- 19 To receive the minutes from the committees
 - Finance –
 - Planning –
- 20 Annual Return- To approve the end of year accounts
- 21 To discuss and resolve whether to submit a planning application for the Men's Shed
- 22 Matters brought to Councils attention for inclusion on a future agenda