

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 14th May 2019 at 7.00pm.

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

Jennie Ryan
Clerk

8/05/2019

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
Nomination received for Ian Wates from Andrew Gilbert. Other nominations may take place on the night
- 2 Chairman to sign declaration of office (if present)
- 3 Election of Vice-Chairman
Nomination received for Bob Locke from Ray Holdsworth. Other nominations may take place on the night
- 4 Delivery of Councillors of their declaration of acceptance of office, register of interests and consent to receive summons electronically
- 5 Apologies for absence
- 6 To sign the minutes of the Full Council Meeting of Tuesday 12th March 2019
- 7 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
- 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 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;
Nominations received for:
Andrew Gilbert, Eddie Lord, Chairman, Vice Chairman
 - (ii) Planning - That the Council appoint the following representatives to the Planning committee with full delegated powers for all aspects of planning
Nominations received for:
Debbie Hale, Ashleigh Bolton, Trevor Brock, Chairman, Vice Chairman
 - (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

Nominations received for:

Andrew Gilbert, Debbie Hale, Ashleigh Bolton, Trevor Brock, Chairman, Vice Chairman

(iv) Neighbourhood Plan Sub-Committee

(v) Flood Action Group

(vi) GatCom – Nomination received for Mr Alan Jones

- 9 To delegate review standing orders and financial regulations to sub-committee for recommendations at the July meeting
- 10 To delegate review the following
 - Inventory of land and assets
 - Insurance cover
 - Membership of other bodies
 - Councils complaints procedure and policy documents
- 11 To accept meeting dates for the forthcoming year (previously circulated)
- 12 Declarations of Interest
- 13 Chairman's Announcements
- 14 Matters arising from those minutes
- 15 Update by Surrey County Councillor
- 16 Update by Tandridge District Councillors
- 17 Letters received
- 18 To receive the minutes from the committees
 - a) Planning – 9 & 23 April
 - b) Finance & General Purpose – 9 April
- 19 To affirm the Parish Council's intention to exercise the Power of General Competence
- 20 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
- 21 Finance
 - i) To receive Schedule of Payments to be ratified and authorised, list as laid before all Councillors
 - ii) Grant applications
- 22 Matters brought to Councils attention for inclusion on a future agenda

Council Members: Trevor Brock, John Carney, Liz Cutter, Andrew Gilbert, Phil Hamlet, Bob Locke, Ray Holdsworth, Ken Harrison, Lisa Morris-Tomkins, Ian Wates, Louise Wates