

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 10th May 2022 at 7.00pm.

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

Jennie Ryan
Clerk

04/05/2021

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 8th March 2022
- 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
 - (iii) 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
 - (iv) Neighbourhood Plan Sub-Committee –
 - (v) Flood Action Group –
 - (vi) GatCom –

- 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) To authorise the Chairman and Clerk to sign off the Annual Return and send to External Auditor subject to Internal Auditors agreement
- 20 Finance
 - To authorise expenditure for the Neighbourhood Plan sub-committee to carry out a traffic survey in the Parish and engage a consultant to interpret the survey results
 - 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