



BURSLEDON PARISH COUNCIL

The Lowford Centre, Portsmouth
Road, Bursledon, Southampton,
Hampshire, SO31 8EF

023 8040 7535

www.bursledon-pc.gov.uk

clerk@bursledon-pc.gov.uk

To All members of the Council

Dear Councillor

You are hereby summoned to attend the meeting of the Full Council of
Bursledon Parish Council to be held on:

Date: 29 May 2024

Place: Bursledon Parish Council

Yours Sincerely

S Hannen

Sue Hannen

Parish Clerk

For more information, please contact the Parish Council Office: 02380407535

Or email: clerk@bursledon-pc.gov.uk

Visit: www.bursledon-pc.gov.uk

Bursledon Parish Council
Agenda Annual Full Council
Wednesday 29 May 2024 at 7pm

1. Election of Chair of the Council

To elect the Chair of the Council for the year 2024/25

2. Election of Vice-Chair of the Council

To elect the Vice-Chair of the Council for the year 2024/25

3. Apologies for Absence

To receive and consider apologies for absence.

4. Declarations of Interest

To receive from members, in respect of any items included on the agenda for this meeting, disclosures of any personal or pecuniary interest in line with the Parish Councils Code of Conduct and gifts and hospitality in line with government legislation.

Borough & County Councillors on the Council will make their comments and decisions based upon information available at the time of this meeting. It is accepted that Borough & County Councillors may come to different decisions in the light or more information being made at Borough or County Council Planning Meetings.

5. Minutes of Previous Meetings.

To receive and approve the minutes of the Council meeting held on Wednesday 27 March 2024 as a correct record of the meeting.

6. Questions from the Public

The Chair will invite members of the public who have registered to speak or ask any questions on any Local Government matter, not included on the agenda to which an answer will be given or if necessary, a written reply will follow within ten working days, or the questioner will be informed of the appropriate contact details.

The Chair will invite members of the public who have registered to indicate which item on the agenda if any, they would like to speak.

7. Appoint councillors to committees and working groups.

To appoint councillors to the:

- Planning and Highways Working Group.
- Finance & Asset Management Working Group
- Services Working Group
- Staffing Committee

8. Review of Council Standing Orders

To note changes and adopt the Councils Standing Orders.

9. Review of Council Financial regulations

To note changes and adopt the Councils Financial Regulations

10. Appointment to Outside Organisations

To agree representative to outside organisations. (Attached)

11. Calendar of Meetings

To agree the calendar of meetings for 2024/25.

12. Review of delegation arrangements

To confirm the Scheme of delegation to the Parish Clerk. (Attached)

13. Conflict of Interest with BDO LLP

To confirm there are no conflicts of interest with the external auditor BDO LLP

14. Annual Governance Statement

To approve Section 1 annual Governance Statement 2023-2024

15. Annual Accounts and AGAR 2023/24

To Approve Section 2 Accounting Statements 2023-2024

16. To Reappoint Internal Auditor

To note the 2018 appointment of Lightatouch Internal Audit Services

To approve the reappointment of Lightatouch Internal Audit Services for 2024/25.

17. Exercise of Public Rights Notice 2024

To Approve the Dates For The Exercise Of Public Rights 2023-2024 From 4th June 2024 To 15th July 2024.

18. Review the effectiveness of internal Audit 2023-2024

To complete the annual review of effectiveness of the Internal Audit.

19. Finance

- To review Council subscriptions for 2024/25.
- To approve the list of direct debits and Standing orders for 2024/25.
(Attached)
- To note the schedule of payments for 19 April and 20 May 2024.
(Attached)
- To note the cash book reconciliation on 31st March and 30 April 2024.
(Attached)
- To note the budget report on 30 April 2024.

20. Close of the Meeting