



BURSLEDON PARISH COUNCIL

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To All members of the Council

Councillor M Penn (Chair)

Councillor S Holes (Vice-Chair)

Councillor P Baxter

Councillor K House

Councillor M Ndongo Owona

Councillor M Minns-White

Councillor T Craig

Councillor V Figueira

Councillor S Hoare

Councillor J O'Sullivan

Councillor K Whitlock

Councillor A Pencheva

Dear Councillor

You are hereby summoned to attend the meeting of the Full Council of Bursledon Parish Council for the purpose of transacting the following business.

To be convened: **Wednesday 20 May 2026**

Time: **7.00 pm**

Place of meeting: **Bursledon Community Library**

James Atkinson

Parish Clerk & Proper Officer

14 May 2026

Bursledon Parish Council Annual Meeting

Agenda Full Council

Wednesday 20 May 2026 at 7pm

1. Election of Chair of the Council

To elect the Chair of the Council for the year 2026/27

2. Chairperson Declaration of Acceptance of Office

To receive the Chairs declaration of acceptance of office

3. Election of Vice-Chair of the Council

To elect the Vice-Chair of the Council for the year 2026/27

4. Apologies for Absence

To receive and consider apologies for absence.

5. 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.

District & 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 District & County Councillors may come to different decisions in the light of more information being made at District or County Council Planning Meetings.

6. Minutes of Previous Meetings.

To receive and approve the minutes of the Extraordinary Council meeting held on Wednesday 29th April 2026 as a correct record of the meeting.

7. 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. An answer will be provided, or a written reply will follow within ten working days. The Chair will invite members of the public who have registered to speak, to indicate which item on the agenda they would like to speak.

8. To review and adopt the Scheme of Delegation and associated Terms of Reference.

To consider an updated Scheme of Delegation for adoption, retaining the Council's existing framework whilst clarifying reserved matters, officer delegations, staffing governance and the arrangements for responding to planning consultations.

9. Appoint councillors to committees and working groups.

To appoint councillors to the:

- Finance & Asset Management Working Group
- Planning Advisory Working Group
- Staffing Committee
- Telephone Kiosk Working Group
- Environmental Working Group

10. Appointment to Outside Organisations

To agree representative to outside organisations.

11. Calendar of Meetings

To agree the calendar of meetings for 2026/27.

To approve Annual routine matters relating to Governance Policy and Procedure

12. Review of Council Standing Orders

To adopt the Councils Standing Orders.

13. Review of Council Financial regulations

To note changes and adopt the Councils Financial Regulations

14. Annual Internal Audit Report

To receive and approve the Internal Audit for 2025/26

15. Assertion 10 Digital and Data Compliance

To note the Internal Auditor's comments and agree that the Clerk prepares a proportionate action plan to address IT policy, data protection, website accessibility and information governance requirements.

16. Review the effectiveness of Internal Controls & Internal Audit 2025-2026 -

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

17. Conflict of Interest with BDO LLP

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

18. Annual Governance Statement

To review and approve Section 1 Annual Governance Statement 2025-2026.

19. Annual Accounts and AGAR 2024/25

To review and approve Section 2 Accounting Statements 2025-2026.

20. Exercise of Public Rights Notice 2025

To Approve the Dates for The Exercise of Public Rights 2024-2025 Commencing From 3rd June 2026 to 14th July 2026.

21. To Appoint Internal Auditor

To review the independence and approve the appointment of Mulberry Local Authority Services for 2026/27.

22. Finance

a) General Reserve and Earmarked Reserves Review

To consider the amended reserves position following the Internal Auditor's advice and to review how the Council's earmarked reserves align with current project priorities

b) To review Council subscriptions for 2026/27.

c) To approve the list of direct debits and Standing orders for 2026/27.

d) To approve energy renewal for KGV Pavilion.

e) To note the schedule of payments for 20 April and 20 May 2026.

f) To note the end of year cash book reconciliation 31st March 2026.

g) To note the end of year Asset List 31st March 2026.

23. Replacement Ride-on Mower

To consider the replacement of the Council's ride-on mower following the current machine reaching the end of its useful operational life, with funding proposed from the Machinery & Equipment Earmarked Reserve.

24. Unauthorised Encampments

To receive a verbal update on the recent unauthorised encampment at King George Recreation Ground, including the actions taken to date, and to consider the need for a clear procedure for responding to future encampments.

Members are asked to agree that officers undertake a review of vulnerable Council sites and bring forward proportionate security measures, with authority delegated to the Clerk, in consultation with the Chair and Vice-Chair, to progress urgent preventative works where required.

25. Close of the Meeting