



BURSLEDON PARISH COUNCIL

The Lowford Centre, Portsmouth
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To All members of the Council
Councillor S Holes (Chair)
Councillor M Garrett (Vice-Chair)
Councillor T Craig
Councillor G Gill
Councillor K House
Councillor M Penn
Councillor J Rich
Councillor K Whitlock

Dear Councillor

Full Council Wednesday 26 May 2021

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

Date: **Wednesday 26 May 2021** Time: **7.00 pm**

Place: Bursledon Parish Council Library

Yours Sincerely

R Potter

Roland Potter

Parish Clerk

Public Participation

Members of the public can participate in the meeting, however due to room capacity considerations, a maximum of four Members of the public may attend in person, so pre-booking is essential. The preference is for remote attendance using Microsoft Teams. Members of the public are requested to e-mail the Clerk ahead of the meeting either to book in (subject to availability) or to obtain the access code. All attending in person should refer to the attached Covid Safety notes for face-to-face meetings.

To view this meeting go to <https://bit.ly/3yyivkJ>

Agenda Annual Full Council
Wednesday 26 May 2021 at 7pm

1. Election of Chair of the Council

To elect the Chair of the Council for the year 2021/22

2. Election of Vice-Chair of the Council

To elect the Vice-Chair of the Council for the year 2021/22

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. 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 or more information being made at District or County Council Planning Meetings.

5. Minutes of Previous Meetings.

To receive and approve the minutes of the Council meeting held on Wednesday 24 March 2021 as a correct record of the meeting. (Page001)

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 10 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. Review of delegation arrangements

- To confirm the terms of reference of the Planning and Highways Committee. (page 005)
- To confirm the Scheme of delegation to the Parish Clerk. (Page 008)

8. Appoint councillors to committees and working groups.

To appoint councillors to the (Page 028):

- Planning and Highways Committee.
- Planning & Highways Working Group
- Finance Working Group
- Outside Working Group
- Staffing Working Group
- Library Working Group

9. Review of Standing Orders and Financial regulations

To review and adopt the Councils:

- Standing Orders (to follow)
- Financial regulations (to follow)

10. Appointment to Outside Organisations

To agree representative to outside organisations. (Page 030)

11. Management of Meetings

To confirm the temporary management of public meetings (Page 031)

12. Calendar of Meetings

To ratify the calendar of meetings for 2021/22. (Page 033)

13. Internal Audit Reports

To receive and note the internal Audit reports. (Page 034)

14. Annual Governance Statement

To approve the annual governance statement for the year ended 31 March 2021. (Page 046)

15. Annual Accounts and AGAR 2020/21

To approve the annual accounts and the AGAR for the year ended 31 March 2021.
(Page 047)

16. Close of the Meeting