



BURSLEDON PARISH COUNCIL

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

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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: **Wednesday 17 May 2023** Time: **7.00 pm**

Place: Bursledon Parish Council

Yours Sincerely

R Potter

Roland Potter

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 17 May 2023 at 7pm

1. Election of Chair of the Council

To elect the Chair of the Council for the year 2023/24

2. Election of Vice-Chair of the Council

To elect the Vice-Chair of the Council for the year 2023/24

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 29 March 2023 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 note the changes to the Council Committee and Working Group structure and 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 review and adopt the Councils Standing Orders.

9. Review of Council Financial regulations

To review 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 2023/24.

12. Review of delegation arrangements

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

13. Internal Audit Reports

To receive and note the internal Audit report for 2022/23.

14. Annual Governance Statement

To approve the annual governance statement for the year ended 31 March 2023.

15. Annual Accounts and AGAR 2022/23

To approve the annual accounts and the AGAR for the year ended 31 March 2023.

16. Annual Accounts Notice

To approve the notice of public access for the accounts for the year ended 31 March 2023.

17. Lionheart Way works – Contract for works

- To receive an update report on the Lionheart Way renovation project.
- To note the programmed works should be completed in late summer early autumn.
- To set aside financial regulations to allow the awarding of a contract to a supplier due to the limited number of contractors willing or able to undertake the works.

18. Finance

- To review Council subscriptions for 2023/24.
- To approve the list of direct debits and Standing orders for 2023/24.
(Attached)
- To note the schedule of payments for 20 April 2023. (Attached)
- To note the cash book reconciliation on 31st March and 30 April 2023.
(Attached)
- To note the budget report on 30 April 2023.

19. Close of the Meeting