



BURSLEDON PARISH COUNCIL

The Lowford Centre, Portsmouth Road,
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To All members of the Council

Councillor M Penn (Chair)

Councillor M Garrett (Vice-Chair)

Councillor V Figueira

Councillor G Gill

Councillor S Holes

Councillor K House

Councillor J Rich

Councillor J O'Sullivan

Councillor K Whitlock

21 March 2024

Dear Councillor

Full Council Wednesday 27 March 2024

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

Date: **Wednesday 27 March 2024** Time: **7.00 pm**

Place: Bursledon Community 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, if the number of people attending exceed the occupation limit, the meeting will be adjourned to another room or date. To comply with Health & Safety requirements all people who are attending this meeting are asked to register their attendance at the meeting in the attendance register which will be available at the meeting.

Bursledon Parish Council

Agenda Full Council

Wednesday 28 March 2024 at 7pm

1. Apologies for Absence

To receive and consider apologies for absence.

2. 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.

3. Minutes of Previous Meetings.

To receive and approve the minutes of the Council meeting held on:

- Wednesday 28 February 2024 as a correct record of the meeting

4. 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.

Please note that as per the Councils Standing Order the maximum amount of time for this agenda item is 15 minutes and the maximum time per individual is three minutes.

5. Chair's Communications

To receive any communications from Councillor Marion Penn the Chair of Bursledon Parish Council

6. Internal Auditors Report

- To receive and note the report of the Internal Auditor.
- To note and approve the actions identified in the accompanying report.

7. Financial Risk assessment

To receive and note the Financial Risk assessment on 21 March 2024.

8. Fixed Asset Report

To receive and note the schedule of Fixed Assets at the financial year end of 31 March 2024.

9. Policy Reviews

To approve the updates to the following Council Policies:

- Document Retention Policy. (update)
- Freedom of Information (new)
- General Data Protection Regulations (update)

10. Finance Reports

- To receive and note the schedule of bank payments on 20th March 2024.
- To receive and note the budget report on 29th February 2024.
- To note the year end process for the closing of the Councils accounts year ended 31 March 2024.

11. Working Group Notes

To receive the notes of the Planning and Highways Working Group.

- 13 March 2024

12. Close of the Meeting