



# BURSLEDON PARISH COUNCIL

Parish Council Office, The Lowford Centre, Portsmouth Road.  
Bursledon Southampton SO31 8ES  
Telephone 023 8040 7535 Website: [bursledon-pc.gov.uk](http://bursledon-pc.gov.uk)  
Email: [clerk@bursledon-pc.gov.uk](mailto:clerk@bursledon-pc.gov.uk)

## Notice of Meeting

Meeting of Finance & Administration Committee

---

Time and date            Wednesday 13 April 2016 at 7:30PM

Place                      The Lowford Community Library, The Lowford Centre, Portsmouth Road,  
Bursledon, Southampton, Hampshire

---

### To ALL MEMBERS OF THE FINANCE & ADMINISTRATION COMMITTEE

Dear Councillor

You are hereby summoned to attend the Finance & Administration Committee of Bursledon Parish Council to be held on **Wednesday 13 April 2016 at 7:30PM** in the LIBRARY, THE LOWFORD CENTRE, PORTSMOUTH ROAD, BURSLEDON, SOUTHAMPTON, HAMPSHIRE.

The Agenda for the meeting is attached

Yours sincerely

*Roland Potter*

Roland Potter  
Parish Clerk

6 April 2016

---

---

# Agenda

Meeting of the Finance & Administration Committee of Bursledon Parish Council.

---

Time and date: Wednesday 13 April 2016 at 7:30PM

Place: The Library, The Lowford Centre, Portsmouth Road, Bursledon, Southampton, Hampshire

## 1 Apologies

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 prejudicial interest in line with the Parish Councils Code of Conduct and gifts and hospitality in line with government legislation.

## 3 Minutes of Previous Meetings.

To receive and approve the minutes of the Finance & Administration Committee held on: Wednesday 13 January 2016 as a correct record of the meeting **(Attached at Appendix A)**

## 4 Questions from the Public

4a) The Chairman will invite members of the public present if they would like 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.

4b) The Chairman will invite members of the public present to indicate which item on the agenda if any, they would like to speak

## 5 Member and Officer Working and Relations Protocol

To consider recommending to Council a Member and Officer Working Protocol. **(Attached at Appendix B)**

## 6 Scheme of Delegation

To consider recommending to Council a scheme of delegation to the Parish Clerk as recommended by the Staffing Sub Committee. **(Attached at Appendix C)**

## 7 Library Sub Committee terms of reference

To consider recommending to Council the terms of reference for the Library Sub Committee. **(Attached at Appendix D)**

**8 Draft Municipal Calendar 2016/17**

To consider a draft calendar for 2016/17 **(Attached at Appendix E)**

**9 Finance Reports**

To consider and review Council charges for 2016/17 (To be tabled)

To receive the draft accounts for the year ended 31 March 2016. (To be tabled)

**10 TO EXCLUDE THE PRESS AND PUBLIC AND TO CONSIDER EXEMPT BUSINESS**

To consider passing a resolution under Section 100A (4) of the Local Government Act 1972 in respect of the following items of business on the grounds that it is likely to involve the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act to consider staffing issues.

**11 Staff Appraisals**

To receive a report on staff appraisals. (To be tabled)

**12 BDCA**

To receive a report from the Parish Clerk on recent developments regarding the dispute with the BDCA. (To be tabled)