



BURSLEDON PARISH COUNCIL

Parish Council Office, The Lowford Centre, Portsmouth Road.
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01 Notice of Meeting

Meeting of Full Council

Time and date 7:00pm on Wednesday 23 May 2018

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

To ALL MEMBERS OF THE COUNCIL

Dear Councillor

You are hereby summoned to attend a meeting of Bursledon Parish Council to be held on **Wednesday 23 May at 7:00PM** in the LOWFORD COMMUNITY LIBRARY, THE LOWFORD CENTRE, PORTSMOUTH ROAD, BURSLEDON, SOUTHAMPTON, HAMPSHIRE.

The Agenda for the meeting is attached.

Yours sincerely

Roland Potter

Roland Potter
Parish Clerk

16 May 2018

PUBLIC NOTICE

THERE IS ONLY LIMITED SEATING FOR THE PUBLIC.
IF THE NUMBER OF PEOPLE ATTENDING EXCEED THE OCCUPATION LIMIT, THE MEETING WILL BE ADJOURNED TO ANOTHER ROOM OR TO ANOTHER DATE.

To comply with Health & Safety requirements all people who are attending this meeting are requested to register their attendance at the meeting in the attendance register which will be available at the meeting.

Agenda

Meeting of Full Council

Time and date: **7:00pm on Wednesday 23 May 2018**

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

Members of the public and press are welcome to attend in accordance with the Public Bodies (Admissions to Meetings) Act 1960

1	Election of Chairperson To elect a chairperson for the municipal year 2018/19.
2	Declaration of Office of Chairperson The Chairperson will sign the declaration of office
3	Election of Vice Chairperson To elect a Vice Chairperson for the municipal year 2018/19.
4	Declaration of Office of Vice Chairperson The Vice Chairperson will sign the declaration of office.
5	Apologies To receive and consider apologies for absence.
6	Declarations of Interest
6.1	To receive from members, in respect of any items included on the agenda for this meeting, disclosures of any personal or pecuniary interests in line with the Bursledon Parish Council's Code of Conduct and gifts and hospitality in line with government legislation.
6.2	Declarations of Interest for District & County Councillors 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.
7	Minutes To approve the minutes of the Council meeting held on Wednesday 9 May 2018. (Appendix A)
7	Questions from the Public
7.1	The Chair 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 of if necessary a written reply will follow within 10 working days, or the questioner will be informed of the appropriate contact details.
7.2	The Chair will invite members of the public present to indicate which item on the agenda if any, they would like to speak.
8	Chair's Communications To receive any communications from the Chair of the Council.

9	<p>Committee structure for 2018/19 and to Appointment to the membership of the approved committees</p> <ul style="list-style-type: none"> • To agree the committee structure and confirm the committee terms of reference for 2018/19. (Appendix B) • To agree the membership of the Finance & Administration Committee. • To appoint the Chair of the Finance & Administration Committee • To appoint the Vice Chair of the Finance & Administration Committee • To agree the membership of the Planning & Highways Committee. • To appoint the Chair of the Planning & Highways Committee • To appoint the Vice Chair of the Planning & Highways Committee • To agree the membership of the Staffing Sub-Committee • To appoint the Chair of the Staffing Sub-Committee • To appoint the Vice Chairman of the Staffing Sub-Committee • To agree the membership of any working groups approved by the Council,
10	<p>Calendar of Meetings for 2018/19 To consider and agree the calendar of meetings. (Appendix C1 & C2)</p>
11	<p>Appointment of Representatives to Outside Bodies To consider and appoint Council representatives on other outside bodies. (Appendix D)</p>
12	<p>Councillor Roles Allocation of roles to Councillor's .</p>
13	<p>Review of Standing Orders To review and agree the Councils Standing Orders including the amendments in line with the National Association of Councils New model Standing Orders. (Appendix E)</p>
14	<p>Review of Financial Regulations To review and agree the Councils Financial Regulations including the amendments in line with the National Association of Councils model Financial Regulations. (Appendix F)</p>
15	<p>Review of Scheme of Delegation To review and consider adopting the Scheme of Delegation including amendments in line with the National Association of Councils model Standing Orders and Financial Regulations. (Appendix G)</p>
16	<p>The Chair will close the meeting</p>