

BURROUGH GREEN PARISH COUNCIL
THE ANNUAL MEETING OF THE PARISH COUNCIL
TO BE HELD ON MONDAY 22nd MAY 2017
IN THE READING ROOMS, AT 7.45PM (OR UPON CONCLUSION OF THE ANNUAL PARISH MEETING,
WHICHEVER IS EARLIER)

AGENDA

ANNUAL COUNCIL BUSINESS:

1. ELECTION OF CHAIRMAN AND RECEIVE CHAIRMANS DECLARATION OF ACCEPTANCE OF OFFICE
2. APOLOGIES FOR ABSENCE
3. ELECTION OF VICE CHAIRMAN AND RECEIVE VICE CHAIRMANS DECLARATION OF ACCEPTANCE OF OFFICE
4. DECLARATIONS OF ACCEPTANCE OF OFFICE BY MEMBERS
5. MEMBERS DECLARATIONS OF INTERESTS
To receive disclosures of personal and prejudicial interests on matters to be considered at the meeting.
6. APPOINTMENT OF COUNCILLOR RESPONSIBILITIES & REPRESENTATIVES ON OUTSIDE BODIES
7. APPOINTING OF RESPONSIBLE FINANCE OFFICER
8. ADOPTION OF THE ANNUAL GOVERNANCE STATEMENT AND INTERNAL AUDIT REPORT
9. RECEIVE THE END OF YEAR ACCOUNTS FOR 2016-2017
10. TO REVIEW & ADOPT THE BUDGET FOR 2017/2018
11. REVIEW & ADOPTION OF FINANCIAL RISK ASSESSMENT 2017/2018
12. TO REVIEW EFFECTIVENESS OF INTERNAL AUDIT PROCEDURE
13. TO CONSIDER ANY ANNUAL DONATIONS

ORDINARY COUNCIL BUSINESS:

14. APPROVE MINUTES OF MEETING held on 27th March 2017
15. COUNCILLOR CO-OPTION
16. CORRESPONDENCE
To consider any items of correspondence which require a response from the Parish Council.
17. PLANNING APPLICATIONS:
 - i. 17/00614/FUL – Adding timber cladding & garage door to car port – The Wood House, Westley Waterless
 - ii. 17/00691/FUL - Rear single storey extension, rear first floor extension and a new entrance porch - Croft Cottage, Bradley Road, Burrough Green
18. HIGHWAYS
 - i. SID (VAS) & Traffic Calming Update
 - ii. Footpaths Update
 - iii. Barriers to be discussed on Lane between Bradley Road/Brinkley Road
19. PLAY AREA
 - i. Land Registry Update
 - ii. End Year Accounts & Bank Reconciliation Report

20. FINANCE:

- i. Parish Council Bank Balances/Reconciliation from list of payments and receipts for April/May 2016
- ii. Cheques for signing and approval and to authorise payment of outstanding invoices
- iii. Parish Council Annual Insurance Renewal

21. PARISH MATTERS:

- i. Defibrillator Update
- ii. Pond Condition and action to take
- iii. Football Goal Posts Quotes
- iv. Bench Maintenance & repair

22. ITEMS FOR NEXT MEETING TO BE HELD ON MONDAY 24TH JULY 2017 AT 7:30PM, IN THE READING ROOMS:

COUNCILLORS SUMMONS TO MEETING - PRESS AND PUBLIC INVITATION TO ATTEND

A handwritten signature in black ink, appearing to read 'V. Bright', is written over a light blue rectangular background.

Vicky Bright, ClCA, Parish Clerk / Proper Office

15.05.2017