

Council Offices:

Burnham Park, Windsor Lane

Burnham, Bucks SL1 7HR

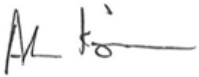
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12th June 2024

To: Members of the Policy & Resources Committee, and all other Burnham Parish Councillors for information.

You are hereby summoned to attend a **meeting of the Policy & Resources Committee** to be held at Burnham Park Hall, Windsor Lane, Burnham, SL1 7HR on **18th June 2024 at 6.30pm**

Apologies for absence should be sent to the Clerk at the above address.



Adam Killea
Clerk to the Council
clerk@burnhamparish.gov.uk

POLICY & RESOURCES COMMITTEE

18th June 2024

AGENDA

1. **To elect a Chairman of the Policy and Resources Committee for 2024-25.**
2. **To elect a Vice Chairman of the Policy and Resources Committee for 2024-25.**
3. **To accept apologies for absence**
4. **Declarations of interest**
 - a) To note any declaration of interest made by Members in connection with an Agenda item. Members to specify the nature of the interest.
 - b) To receive any written requests for dispensations for disclosable pecuniary interests.
 - c) To grant any requests for dispensation as appropriate.
5. **Public Forum**

An opportunity for members of the public to address the Committee.
6. **Minutes**

To approve the minutes of the Committee meeting of 23rd April 2024.
7. **Finances**
 - a) To receive the final end of year accounts and budget position for the financial year 2023-24.
 - b) To receive the Annual Governance and Accountability Return 2023/24 and recommend to full council:
 - i. The Annual Governance Statement (page 4)
 - ii. The Accounting Statements (page 5)
 - c) To consider quotations and appointment of an internal auditor for 2024-25 onwards.
 - d) To note information on the financial services compensation scheme.

Please note: questions from committee members on the AGAR should be submitted to the clerk in writing by 1600 on Friday 14th June in order to obtain a response, due to the recent change in Responsible Financial Officer. There will be a further opportunity to submit questions before full council.

8. **Project updates**

Neighbourhood development plan, including verbal update on a meeting with O'Neil Homer.
9. **Climate Emergency and eco-audit**

To note and review actions.
10. **Staffing – confidential paper circulated separately**

Exclusion of Press & Public
The Public Bodies (Admission to Meetings) Act 1960 makes provision for excluding the public by resolution when confidential business is being considered or there are other special reasons and publicity would be prejudicial to the public interest.

 - a) To receive an update and recommendations on the appointment process for the General Manager.
 - b) To receive an update and recommendations on other staffing matters.

11. Policies

- a) To consider and recommend to full council the updated scheme of delegation and terms of reference.
- b) To consider and recommend to full council the data retention policy (no proposed changes).

12. Risk assessment

- a) To note the general risk assessment document.
- b) To consider actions or delegated authority to address risks identified.

13. General Power of Competence and s.137

- a) To receive a report on the General Power of Competence and s.137 of the Local Government Act 1974.
- b) To recommend to full council a resolution that the council no longer fulfils the conditions for the General Power of Competence.

14. IT update

To receive an update on IT systems and plans.

15. Village Centre regeneration

To receive a report on a meeting with the Burnham Beeches Community Board Manager and the Economic Regeneration team, and to consider next steps.

Date of next meeting: Tuesday 30th July