

Council Offices:

Burnham Park, Windsor Lane

Burnham, Bucks SL1 7HR

Tel: +44 (0)1628 661381 • Fax: +44 (0)1628 666025

15th May 2024

Dear Councillor,

You are hereby summoned to attend the **Annual meeting of the Parish Council** to be held at Burnham Park Hall, Windsor Lane, Burnham, SL1 7HR on **Monday 20th May 2024 at 7:00pm.**

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

K A Crowhurst

Karen Crowhurst
Locum Parish Clerk

**ANNUAL MEETING OF
BURNHAM PARISH COUNCIL
20th May 2024 7.00pm**



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AGENDA

- 1. Election of the Chairman of the Council**
To elect the Chairman for the 2024/2025 municipal year, and for the Chairman to sign the declaration of acceptance of office.
- 2. Election of the Vice-Chairman of the Council**
To elect the Vice-Chairman for the 2024/2025 municipal year.
- 3. Apologies**
To accept apologies for absence.
- 4. Declarations of interest**
Members are asked to declare any personal interest and the nature of that interest which they may have in any of the items under consideration at this meeting.
- 5. Public forum**
The opportunity for members of the public to address the Parish Council.
- 6. Minutes**
To approve the minutes of the Council meeting held on Monday 11th March 2024.
- 7. Minutes of Parish Council Committees**
To note the minutes of:
Burnham Park Management Committee – 9th April 2024 (draft)
Policy and Resources Committee – 23rd April 2024 (draft)
Recreation and Amenities Committee - 26th March 2024 (draft)
Planning Committee – 4th March 2024, 25th March 2024, 15th April 2024 & 13th May 2024 (draft)
- 8. Committee/Outside Bodies membership**
To review the membership of the Council Committees
 - a) Burnham Park Hall Management Committee. Eight Members.
 - b) Planning Committee. Eight Members
 - c) Recreation and Amenities Committee – Minimum Six Members, maximum Eight Members.
 - d) Policy and Resources Committee – Minimum Six Members, maximum Eight Members.

To appoint Members to Working Groups
To review the membership of Councillors on to Outside Bodies.

9. Policies and procedures

To review and re-adopt the following policies and procedures (please note: to reduce paper use and address the Council's climate change commitment, links to electronic documents have been included where possible):

- a) [Burnham Parish Council's Standing Orders.](#)
- b) [Financial Regulations](#)
- c) Burnham Parish Council Risk Management Document.
- d) To note the updated asset register
- e) The adopt the Freedom of the Parish Policy.

(New Financial Regulations will be submitted to the June meeting - a new national model has been received)

10. Working Groups

- a) To receive updates from the Neighbourhood Plan Working Group
- b) To receive updates from the Burnham School Working Group.
- c) To receive updates from the Climate Emergency Working Group.

11. Reports from Buckinghamshire Council

To receive verbal reports from members of Buckinghamshire Council.

12. Grant Application

To consider a grant application from Burnham Community Association for £500.00.

13. Chairman's Report

To receive the Chairman's report.

14. Appointment of Parish Clerk and Responsible Financial Officer

The Staffing Panel has unanimously recommended the appointment of the Adam Killeya as Clerk, Proper Officer and Responsible Finance Officer to Burnham Parish Council, from subject to agreement of contract terms.

The Panel further recommended that the locum services provided by LGRC be retained until 30th June to provide support for the new clerk during the handover and transition period.

Date of next meeting: Tuesday 20th June 2023