

Council Offices:

Burnham Park, Windsor Lane

Burnham, Bucks SL1 7HR

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

10th May 2023

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 15th May 2023 at 7:00pm.**

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

Louise Hayday

Louise Hayday
Parish Clerk

ANNUAL MEETING OF THE PARISH COUNCIL
15th May 2023 7.00pm

AGENDA

1. Election of the Chairman of the Council

To elect the Chairman for the 2023/2024 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 2023/2024 municipal year, and for the Vice-Chairman to sign the declaration of acceptance of office.

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 13th March 2023.

7. Minutes of Parish Council Committees

To note the minutes of:

Burnham Park Management Committee – 11th April 2023 (draft)

Policy and Resources Committee - 25th April 2023 (draft)

Recreation and Amenities Committee - 28th March 2023 (draft)

Planning Committee - 6th March 2023, 27th March 2023, 24th April 2023 & 9th May 2023 (draft)

8. Finance

- To review and approve March/Year end management accounts, February & March bank reconciliation and March summary of payments.

- To receive draft April management accounts.

9. Committee/Outside Bodies membership

-To review the membership of the Council Committees

-To confirm Terms of Reference for all committees and working groups

-To review the membership of Councillors on to Outside Bodies.

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10. Policies and procedures

- To review and re-adopt the Council's Standing Orders, Financial Regulations and Risk Management Document.
- To note the updated asset register

12. Working Groups

- To receive updates from the Neighbourhood Plan Working Group
- To receive updates from the Burnham School Working Group.
- To receive updates from the Climate Emergency Working Group.

13. Reports from Buckinghamshire Council

- To receive verbal reports from members of Buckinghamshire Council.

14. Reports from Outside Bodies

- To receive verbal and written reports from Councillors on outside bodies on which they represent the Parish Council, on matters relevant to the Parish Council.

15. Grant Application

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

16. Clerks Report

- To receive the Clerk report.

Date of next meeting: Tuesday 20th June 2023