

**Council Offices:**

Burnham Park, Windsor Lane

Burnham, Bucks SL1 7HR

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

17<sup>th</sup> January 2024

Dear Councillor,

You are hereby summoned to attend a **Meeting of the Parish Council** to be held at Burnham Park Hall, Windsor Lane, Burnham, SL1 7HR on **Monday 22<sup>nd</sup> January 2024 at 7.00pm.**

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

K A Crowhurst

Locum Parish Clerk

**MEETING OF THE PARISH COUNCIL  
22<sup>nd</sup> January 2024**

**AGENDA**

**1. Apologies**

To accept apologies for absence.

**2. 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.

**3. Public forum**

The opportunity for members of the public to address the Parish Council.

**4. Thames Valley Police**

To receive an update on issues affecting the local area.

**5. Minutes**

To approve the minutes of the Council meeting held on 4<sup>th</sup> December 2023

**6. Minutes of Parish Council Committees**

To note the minutes of:

Planning Committee - 11<sup>th</sup> December 2023, 15<sup>th</sup> January 2024 (draft)

Burnham Park Management Committee - 16<sup>th</sup> January 2024 (draft)

**7. Meeting Schedule 2024-2025**

To accept the meeting schedule as presented

**8. Finance**

To accept:

- a) The November and December 2023 management of accounts which includes the final income and expenditure and actual figures against budget at December 31<sup>st</sup>
- b) Payments and Receipts for November and December 2023
- c) The November & December 2023 bank reconciliations

**9. Budget**

- a) To sign of the 2024/2025 Financial year as agreed at the Full Council meeting held on 4<sup>th</sup> December 2023. Minute Ref: FC23/093 The Council **RESOLVED** to approve the budget and it will be brought back to the Council for sign off once the tax base had been received from Buckinghamshire Council.

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b) To approve and accept the precept request form for the 2024/2025 administration year to Buckinghamshire Council by 31<sup>st</sup> January deadline.

**10. Internal Audit Report**

a) To accept the interim internal audit.

**11. 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.

**12. Reports from Buckinghamshire Council**

To receive verbal reports from members of Buckinghamshire Council.

**13. Chairmans Report**

To receive a verbal report from the Council Chairman

**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. Clerks Report**

To receive the Clerk report.

**16. Locum Clerk**

a) To ratify the appointment of the Karen Crowhurst to act as the Locum Clerk as Proper Officer and Responsible Finance Officer to Burnham Parish Council.

b) To also ratify the appointment of Steve Milton to act as Locum Clerk alongside Karen Crowhurst.

**17. To close the meeting.**

**Date of next meeting: Monday 11<sup>th</sup> March 2024**