

**Hazel Thomasson**  
Principal Officer  
[www.burbage-council.co.uk](http://www.burbage-council.co.uk)



**Burbage Millennium Hall  
Britannia Road  
Burbage  
Leicestershire  
LE10 2HF**

**THE NEXT MEETING OF THE PARISH COUNCIL WILL BE HELD  
MONDAY 14<sup>TH</sup> MAY 2018  
7.30PM  
BURBAGE MILLENNIUM HALL  
ANY PARISHIONERS WISHING TO ATTEND AND QUESTION COUNCILLORS  
WILL BE MOST WELCOME  
THE AGENDA IS GIVEN BELOW**

*Hazel Thomasson*

Principal Officer

**AGENDA**

1. To elect a Chairman of the Council
2. To elect a Vice-Chairman of the Council
3. To receive the Chairman's declaration of acceptance of office
4. To receive apologies for absence – Cllr Mrs A Hall
5. To receive Members declarations of interest
6. To confirm the minutes of the meeting held Monday 9<sup>th</sup> April 2018
7. To review delegation arrangements & terms of reference
8. To receive nominations to existing committees
9. To consider the appointment of new committees, and if appropriate terms of reference and nominations
10. To review Standing Orders and Financial Regulations
11. To appoint representatives to outside bodies and arrangements for reporting back:
  - (a) Leicestershire & Rutland Association of Local Council's
  - (b) Sport in Burbage
  - (c) Burbage Community Library
  - (d) Neighbourhood Plan Group
12. To review the inventory of land (if requested)
13. To review and confirm arrangements for insurance cover in respect of all insured risks (current policy circulated)
14. To review the council's and employees memberships of other bodies
  - (a) Rural Community Council ~ £60
  - (b) Leicestershire & Rutland Playing Fields Association ~ £50
  - (c) Leicestershire & Rutland Association of Local Councils ~ £1356.06
  - (d) Campaign to Protect Rural England ~ £36
  - (e) Royal Town Planning Institute ~ Discontinuing Membership for H Thomasson
15. To review the council's adopted documents
  - (a) Appraisal Policy
  - (b) Appraisal Procedure
  - (c) Bad Debt Policy
  - (d) Burbage PC Values
  - (e) Burbage PC Vision
  - (f) Cemetery Regulations & Additional Guidance
  - (g) Community Engagement Strategy

- (h) Complaints Procedure
  - (i) Disciplinary Policy
  - (j) Equality & Diversity Statement of Intent
  - (k) Freedom of Information Scheme (Freedom of Information Act 2000 & Data Protection Act 1998)
  - (l) Grievance Policy
  - (m) Members Code of Conduct
  - (n) Protocol Document
  - (o) Risk Register
  - (p) Sickness Absence Policy
  - (q) Training Statement of Intent
  - (r) Tree Management Policy
16. To consider the Internal Auditors Year End Report (circulated)
  17. To review the effectiveness of systems of internal controls (report circulated)
  18. To consider supporting information determining the accounts for 2017/2018 (circulated doc.1-5)
  19. To consider and approve the Annual Governance Statement 2017/2018 (circulated)
  20. To consider and approve the Accounting Statements 2017/2018 (circulated)
  21. To re-take a resolution to clarify PWLB borrowing terms
  22. To consider and approve virements to accommodate a budget heading for PWLB borrowing
  23. Correspondence
    - (a) To consider a request to put additional names on Burbage War Memorial (circulated)
    - (b) To consider an offer from a resident to maintain planters around the village
    - (c) To consider a request to move a waste bin on Sketchley Hill Farm Recreation Ground (Tilton Rd)
  24. To receive an update report from the Local Policing Team – Newsletter (circulated)
  25. To receive an update report from the Principal Officer
  26. Parishioners Question Time  
Business of the meeting to stand aside for a period of not more than 20 mins to allow parishioners present to question Councillors
  27. To receive an update report from the Neighbourhood Plan Group
  28. To receive an update report from Burbage Community Library
  29. To receive an update report from Sports in Burbage
  30. Reports from Members attending meetings of outside organisations
  31. Standing Committee reports
    - (a) Planning Committee – 16<sup>th</sup> & 30<sup>th</sup> April 2018
    - (b) Finance & General Purposes Committee – 23<sup>rd</sup> April 2018
    - (c) Staffing Committee – 23<sup>rd</sup> April 2018
  32. Reports affecting Burbage from
    - (a) County Council
    - (b) Borough Council

9<sup>th</sup> May 2018