

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



Millennium Hall  
Britannia Road  
Burbage  
Leicestershire  
LE10 2HF

The Annual Meeting of the Parish Council will be held on  
**Monday 24th May 2021**  
at 6.30pm  
Millennium Hall  
Hazel Thomasson – Principal Officer

**Members of the public are very welcome to attend**

**NOTES FOR MEMBERS OF THE PUBLIC**

Millennium Hall has a Covid Secure **public attendance capacity of:**

**15 persons** for a meeting of Parish Council

**25 persons** for all other committee meetings

**Measures have been taken to maximise the safety** of public health in the meeting room and we would therefore respectfully ask any member of the public wishing to attend a meeting to:

- Attend alone wherever possible
- Dress appropriately for the weather conditions as you will need to wait outside of the building until shortly before being invited in for the start of the meeting
- Wear a face covering (unless an exemption is in place) at all times inside the building except when addressing members of the Council
- Follow all Covid measures requested within the building, ie hand sanitising, maintaining a 2 metre distance from others not in your family, following the one way system
- Check in using the QR code on your mobile device or register at the door

**Please do not attend the meeting** if you have symptoms of coronavirus, have been in contact with someone who has symptoms of coronavirus or have been asked to self-isolate.

**If you have any concerns** about attending a physical meeting or require further information on the Covid measures in place, such as our risk assessment, please do not hesitate to contact the Parish Office for clarification.

**Written representations on any items on the agenda are also welcome.**

Comments can be emailed to [info@burbage-council.co.uk](mailto:info@burbage-council.co.uk) or put in the letterbox at Millennium Hall Mon-Fri 8.00am to 5.00pm and must be received **by 9.00am on the day of the meeting.**

**AGENDA**

1. To elect a Chairman of the Council
2. To receive the Chairman's declaration of acceptance of office
3. To elect a Vice-Chairman of the Council
4. To receive apologies for absence – Cllr Mrs A Hall
5. To receive Member's declarations of interest
6. To confirm the minutes of the meeting held Monday 12<sup>th</sup> April 2021
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) Burbage Community Library
- 12. To review and confirm arrangements for insurance cover in respect of all insured risks (current policy circulated)
- 13. To review the council's and employee's memberships of other bodies
  - (a) Rural Community Council ~ £60
  - (b) Leicestershire & Rutland Playing Fields Association ~ £30
  - (c) Leicestershire & Rutland Association of Local Councils ~ £1505.78
  - (d) Campaign to Protect Rural England ~ £36
- 14. To review the council's adopted documents – Allotments Rules (circulated)
- 15. To consider the Internal Auditors Year End Report (circulated)
- 16. To review the effectiveness of systems of internal controls (report circulated)
- 17. To consider supporting information determining the accounts for 2020/2021 (circulated)
- 18. To consider and approve the Annual Governance Statement 2020/2021 (circulated)
- 19. To consider and approve the Accounting Statements 2020/2021 (circulated)
- 20. To note the Notice of Public Rights and Publication of AGAR 2019/2020 dates (circulated)
- 21. Correspondence
- 22. To receive an update report from the Local Policing Team – Newsletter (circulated)
- 23. 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
- 24. To receive an update report from the Estates Officer
- 25. To receive an update report from the Principal Officer
- 26. To receive an update report from Burbage Community Library
- 27. Reports from Members attending meetings of outside organisations
- 28. Standing Committee and Sub-committee reports
  - (a) Planning Committee – 16<sup>th</sup> & 30<sup>th</sup> April & 7<sup>th</sup> May 2021
  - (b) Finance & General Purposes Committee – 28<sup>th</sup> April 2021
  - (c) To note F&GP decision made under delegated powers of 12<sup>th</sup> April 2021 – BCAF
  - (d) Staffing Committee – 7<sup>th</sup> & 20<sup>th</sup> May 2021
  - (e) Coronavirus Sub-committee – 25<sup>th</sup> February & 29<sup>th</sup> April 2021
- 29. To receive report from Traffic Issues Working Party – 21<sup>st</sup> May 2021
- 30. To receive nominations to Traffic Issues working party
- 31. Reports affecting Burbage from
  - (a) County Council
  - (b) Borough Council
- 32. To consider time and dates of future meetings

**19<sup>th</sup> May 2021**