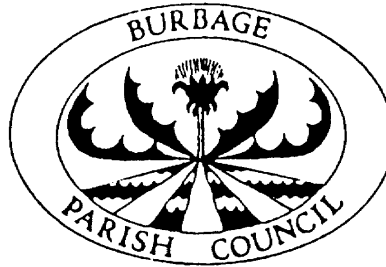


Julie Perrin MILCM
Principal Officer
www.burbage-council.co.uk



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

THE NEXT MEETING OF THE PARISH COUNCIL WILL BE HELD

MONDAY 9TH MAY 2016

7.30PM

BURBAGE MILLENNIUM HALL

ANY PARISHIONERS WISHING TO ATTEND AND QUESTION COUNCILLORS

WILL BE MOST WELCOME

THE AGENDA IS GIVEN BELOW

Julie Perrin

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
5. To receive Members declarations of interest
6. To confirm the minutes of the meeting held Monday 4th April 2016
7. To review delegation arrangements & terms of reference (circulated)
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 (circulated)
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
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 ~ £50
 - (b) Leicestershire & Rutland Playing Fields Association ~ £30
 - (c) Leicestershire & Rutland Association of Local Councils ~ £1227.35
 - (d) Campaign to Protect Rural England ~ £36
 - (e) Society of Local Council Clerks ~ £284
 - (f) Institute of Local Council Managers ~£50
 - (g) Royal Town Planning Institute ~ £87
15. To review the council's adopted documents (circulated)
 - (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 approve the Annual Return and Supporting Documents year ending 31st March 2016 (circulated)
 19. Correspondence
 - (a) Invitation to join celebration of Armed Forces Day (circulated)
 - (b) Request for support from Burbage Gardening Club (circulated)
 - (c) Notice of final recommendations from The Local Government Boundary Commission regarding an electoral review of Leicestershire (circulated)
 20. To receive an update report from the Local Policing Team
 21. To receive an update report from the Principal Officer
 22. Proposal submitted by Cllr Mrs Hall – ‘It is proposed that an elected Councillor be recorded when attending Burbage Parish Council meetings even if he/she is not a member of that Committee. It is proposed that the time when those who arrive either late or leave early be also recorded’
 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. Reports from Members attending meetings of outside organisations
 25. To receive an update report from the Neighbourhood Development Plan Advisory Committee
 26. To receive an update report from Burbage Community Library
 27. Standing Committee reports
 - (a) Planning Committee – 11th & 25th April 2016
 - (b) Finance & General Purposes Committee – 18th April 2016
 28. Reports affecting Burbage from
 - (a) County Council
 - (b) Borough Council

4th May 2016