

BURGHFIELD PARISH COUNCIL

Clerk: Mrs C Morris

PO Box 7381, Reading RG1 9XP

Tel: 0118 983 1748

Email: enquiries@burghfieldparishcouncil.gov.uk



NOTICE OF MEETING

In accordance with the Local Government Act (LGA) 1972, Schedule 12, paragraphs 10 (2) (b) you are summoned to attend a virtual meeting of Burghfield Parish Council. The meeting will be held on **Thursday 6th June 2024** for the transaction of business as set out in the Agenda below.

Location: Burghfield Village Hall, Burghfield

Time: 7.45pm

Cally Morris
Clerk to Burghfield Parish Council

- 1.0624 To report, approve and record apologies for absence (and the reasons) from members of the Parish Council**
- 2.0624 To receive Declarations of a Personal or Pecuniary Interest and Grant and Dispensations required**
- 3.0624 To receive a verbal report from the Chairman**
- 4.0624 Questions to the chairman previously submitted in writing**
- 5.0624 To receive a report from a District Councillor**
- 6.0624 To receive the minutes of the last Parish Council meeting held on 2 May 2024**
- 7.0624 To receive the minutes of the meeting of the Communications & Events Committee held on 9 May 2024 approve the recommendations there in**
- 8.0624 To receive the minutes of the meeting of the Facilities Committee held on 16 May 2024 and approve the recommendations there in**
- 9.0624 To receive the minutes of the meeting of the Environment & Recreation Committee held on 16 May 2024 and approve the recommendations there in**
- 10.0624 To receive the minutes of the meeting of the Finance & Audit Committee held on 30 May 2024 and approve the recommendations there in**
- 11.0624 To receive brief verbal reports from Parish Council Representatives attending meetings of Outside Bodies to which they have been appointed**
- 12.0624 Financial Matters**
 - i) Parish Council Bank Account Reconciliation & accounts for payment as of 31 May 2024*
 - ii) Village Hall Bank Account Reconciliation & accounts for payment as of 31 May 2024*
 - iii) To receive and approve the year-end accounts, including the financial statements and balance sheet to 31st March 2024.*
- 13.0624 Annual Governance & Accountability Return (AGAR)**
 - i) To receive and resolve to accept the Annual Internal Audit (IA) Report 2023/2024*

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- ii) *To review and approve the Annual Governance Statement assertions as set out in Section 1 of the AGAR for the year ended 31 March 2024*
- iii) *To approve Section 2 of the AGAR, Accounting Statements for year-ended 31 March 2024 (informed by Council Accounts and confirmed by IA figures)*
- iv) *To note that the period of elector's rights will commence on Monday 10th June 2023 and finish on Friday 19th July 2024. Public notification will be placed on noticeboards and the website.*

14.0624 Matters for Future Discussion - To consider any matters accepted by the Chairman for discussion and/or inclusion on a future Council/Committee agenda. (Discussions will not be minuted)

15.0624 Items for information

16.0624 EXCLUSION OF PRESS AND PUBLIC - To resolve, pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, that because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of the following:

Close of meeting