

BURSTALL ANNUAL PARISH COUNCIL MEETING

Wednesday, 13th May 2026

To All Parish Councillors

You are hereby summoned to attend the Annual Parish Council meeting to be held on **Wednesday, 13th May 2026** scheduled for 7.30pm, when the following business will be transacted.

This meeting will follow the Annual Parish Meeting.

Mrs S Frankis

Mrs S Frankis, Clerk to the Parish of Burstall, RFO & Proper Officer

AGENDA

- 1 **ELECTION of the Chair**, including the signing of the Declaration of the Acceptance of Office
- 2 **ELECTION of the Vice-Chair**
- 3 **APOLOGIES**: to **RECEIVE and APPROVE** apologies for absence
- 4 **DISPENSATIONS**: to **RECEIVE** any Declarations of Interest or to **APPROVE** such dispensation requests

Public Forum:
- 5 **REPORTS**: to **RECEIVE** the reports from the County and District Cllrs
- 6 **COMMENTS**: to **CONSIDER** comments from residents of the Parish on current agenda items
- 7 **MINUTES**: to **RECEIVE and CONFIRM** the minutes of the Parish Council meeting held 11th March 2026
- 8 **MATTERS ARISING**: to **CONSIDER** matters arising from the minutes of the Parish Council meeting held 11th March 2026
- 9 **FINANCE**:
 - i) to **APPROVE** the April and May 2026 Schedules of Payments
 - ii) to **AGREE** the March and April 2026 Budget and Precept Reports
 - iii) to **AGREE** the Year End Accounts 31 March 2026
 - iv) to **ALLOCATE** the General Fund 31 March 2026
 - v) to **AGREE** the year end VAT reclaim

- 10 **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2025/26**
- i) To **AGREE** Sections 1 and 2
 - ii) To **CERTIFY** the Parish Council meets the criteria to certify itself exempt from a Limited Assurance Review and to **AGREE** to complete the Certificate of Exemption
- 11 **INTERNAL AUDIT**
- i) to **RECEIVE** the Internal Audit Report
 - ii) to **RECEIVE** and **AGREE** the Internal Audit Action Plan 2025/26
 - iii) to **REVIEW** the Effectiveness of Internal Audit 2026
 - iv) to **APPOINT** the 2026/27 Internal Auditor
- 12 **PLANNING:** to **AGREE** any actions including notification, coordination and 'policing' of construction works
- 13 **APPOINTMENT OF RFO:** to **AGREE** the continuing appointment of the Clerk to the Council as the Responsible Financial Officer
- 14 **ROLES AND RESPONSIBILITIES:** to **AGREE** the roles and responsibilities of Parish Councillors, including appointments to external bodies
- 15 **INSURANCE COVER:** the annual review of risk and adequacy of insurance cover
- 16 **GOVERNANCE & FINANCIAL CONTROLS:** to **AGREE** to Adopt –
- i) Revised Standing Orders 2026 (in accordance with the NALC 2025 Model)
 - ii) Revised Financial Regulations 2026 (in accordance with the NALC 2024 Model)
 - iii) Investment Strategy 2026
 - iv) Investment Policy 2026
- 17 **TRAFFIC CALMING MEASURES, including a WEIGHT RESTRICTION ORDER FOR BURTSALL:** to **AGREE** actions as required
- 18 **BURSTALL EMERGENCY PLAN:** to **AGREE** the updated Burstall Emergency Plan
- 19 **NEXT MEETING:** to **CONFIRM** the date and time of the next Parish Council meeting, 8th July 2026
- 20 **MATTERS RAISED BY MEMBERS:** to **CONSIDER** matters raised by members, including agenda items for the next meeting

