

# BURSTALL PARISH COUNCIL MEETING

Wednesday, 8<sup>th</sup> January 2025

To All Parish Councillors

You are hereby summoned to attend the Parish Council meeting to be held on **Wednesday, 8<sup>th</sup> January 2025** scheduled for 7.30pm, when the following business will be transacted.

*Mrs S Frankis*

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

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## AGENDA

- 1 **APOLOGIES**: to **RECEIVE and APPROVE** apologies for absence
- 2 **DISPENSATIONS**: to **RECEIVE** any Declarations of Interest or to **APPROVE** such dispensation requests  
  
Public Forum:
- 3 **REPORTS**: to **RECEIVE** the reports from the County and District Cllrs
- 4 **COMMENTS**: to **CONSIDER** comments from residents of the Parish on current agenda items
- 5 **MINUTES**: to **RECEIVE and CONFIRM** the minutes of the Annual Parish Council meeting held 13<sup>th</sup> November 2024
- 6 **MATTERS ARISING**: to **CONSIDER** matters arising from the minutes of the Parish Council meeting held 13<sup>th</sup> November 2024
- 7 **PLANNING**: to **AGREE** any actions
- 8 **FINANCE**:
  - i) to **APPROVE** the December 2024 and January 2025 Schedules of Payments
  - ii) to **AGREE** the November and December 2024 Budget and Precept Reports
  - iii) to **AGREE 2025-26 BUDGET & PRECEPT DEMAND**
  - iv) to **AGREE** to vire £231.00 from 2024/25 budget heading 'General Reserve' and £74.60 from 2024/25 budget heading 'Training' to 2024/25 budget heading 'BT Box Refurbishment'
- 9 **CLERK'S PERFORMANCE REVIEW**
- 10 **HARASSMENT POLICY**: to **AGREE** to adopt a Burstall Parish Council Harassment Policy

- 11 **INTERNAL AUDITOR:** to **APPOINT** the Parish Council's Internal Auditor for 2025
- 12 **TO AGREE THE DATES OF THE 2025/26 PARISH COUNCIL MEETINGS AND THE 2025 ANNUAL PARISH MEETING**
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| 7 <sup>th</sup> May 2025        | Annual Parish meeting & Annual Parish Council meeting |
| 9 <sup>th</sup> July 2025       | Parish Council meeting                                |
| 10 <sup>th</sup> September 2025 | Parish Council meeting                                |
| 12 <sup>th</sup> November 2025  | Parish Council meeting                                |
| 7 <sup>th</sup> January 2026    | Parish Council meeting                                |
| 11 <sup>th</sup> March 2026     | Parish Council meeting                                |
- 13 **MEETING:** to **CONFIRM** the date and time of the next Parish Council meeting, 12<sup>th</sup> March 2025
- 14 **MATTERS RAISED BY MEMBERS:** to **CONSIDER** matters raised by members, including agenda items for the next meeting

Sue Frankis, Clerk to the Parish of Burstall  
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