

OTTERBOURNE PARISH COUNCIL

Mrs J Ayre, Clerk

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To: Members of the Parish Council

16 May 2024

The Annual Meeting of the Parish Council will be held on Tuesday 21 May 2024 at 7.30 pm in the Bianchi Suite of Otterbourne Village Hall.

AGENDA

1. Election of Chair
2. Election of Vice-Chair
3. Declaration of Interest for the meeting
4. Apologies for absence
5. Minutes of meetings
 - to approve the Minutes of the Finance and Administration Committee meeting 16 April 2024
 - to approve the Minutes of the Parish Council Meeting 16 April 2024
 - to record the accuracy of the Minutes of the Annual Assembly 7 May 2024
6. Action Points and Matters arising in the Minutes not mentioned elsewhere, including from Annual Assembly
7. Co-option of a Councillor
8. County Councillor's Report
9. District Councillors' Report
10. Local Crime Report
11. Open Session for Parishioners – for statements, observations and questions to be received (time limited)
12. Report of Representatives to various bodies
13. Community Projects and Events
 - i) D-Day 80 – to receive update for the event on the common
 - ii) Climate and Energy Efficiency – to agree Group's Terms of Reference, £500 budget; new website link
 - iii) Village Fete – to receive plans for Parish Council stand
14. **Report of the Planning and Highways Committee**
 - a) Planning Applications, Decisions, Enforcement Cases
 - b) Strategic Planning – to note consultation by Grassroots Planning for SHELAA site west of Cranbourne Drive
 - c) Highways – to sign 2024/25 Lengthsman's contract and note worksheet for 22 May visit
15. **Report of the Recreation and Amenities Committee**
 - a) Oakwood Park Recreation Ground
 - i) General – to receive any matters arising
 - ii) Play and Youth Facilities – to receive annual independent safety inspection report
 - to ratify expenditure for replacement MUGA goal post tops
 - iii) Pavilion – to note inspection reports for Legionella, gas boiler, fire safety and security alarm
16. **Report of the Finance and Administration Committee**
 - a) Parish Accounts, Payments and Receipts
 - b) Audit 2023/24 – to receive Internal Audit report
 - c) Annual Meeting Matters
 - i) Standing Orders, new Model Financial Regulations and other Governance Documents – to adopt
 - ii) Terms of Reference: Committees, Sub-Committees, Working Groups – to approve
 - iii) Assets Register and Insurance – to approve
 - iv) Subscriptions and Grants for 2024/25 – to approve
 - v) Dates of Meetings for 2024/25 – to agree
17. Risk Assessment and Management – to receive any matters arising
18. Notification of events and to raise items for the next meeting – Working Party 18 June; Village Fete 23 June
19. Date of next Parish Council meeting – 16 July 2024 at 7.30 pm

The Open Session is set aside for public participation when statements, observations and questions may be received, however participation at all other times will be restricted to Council members. Please contact the Clerk for information on any Agenda item prior to the meeting or should you have a matter you would like raised at the Open Session but are unable to attend the meeting.

Julie Ayre, Clerk