



BURGH LE MARSH TOWN COUNCIL

6th June 2023

DEAR COUNCILLOR,

YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE BURGH LE MARSH TOWN COUNCIL ON:

Tuesday 13th June 2023 at 7.00pm
Burgh le Marsh Town Council, Tinkers Green
Jacksons Lane, Burgh le Marsh.

THE BUSINESS TO BE DEALT WITH IS LISTED IN THE **AGENDA ENCLOSED**

YOURS SINCERELY

KELLY STEVENSON, TOWN CLERK

IMPORTANT NOTES

- 2. There will be an opportunity for prayer prior to the start of the meeting.**
- 3. The purpose of the public session is simply to take statements or questions from members of public for handling in future or immediate assignment to the Clerk and not for discussion presently.**

TOWN CLERK: K. STEVENSON. BURGH LE MARSH TOWN COUNCIL OFFICE, TINKERS GREEN,
JACKSONS LANE, BURGH LE MARSH, PE24 5LA

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1. Receive apologies.
2. Pursuant to the Localism Act 2011: Receive declarations of interest in accordance with the act.
3. Chairman's remarks.
4. Approve and adopt as minutes the notes from the meeting held on 30th May 2023.
5. Review matters raised from the public session at the annual parish meeting held on 30th May 2023 and action where necessary (see appendix 1)
6. Consider and comment on the following Planning Matters:
 - 1 Planning correspondence received:(see appendix 2)
7. Consider and approve financial matters for the year 2022/2023.
 - 1 Review income and expenditure for 2022/23 (see appendix 3)
 - 2 Review asset register and yearend balance for 2022/23 and propose any depreciation value. (See appendix 4)
 - 3 Review completion of the internal auditor's report and approve submission of the Annual Return for 2022/23 to the external auditors. (See appendix 5)
 - 4 Review of council reserve and earmarked funds. (See appendix 6)
8. Correspondence Schedule (see appendix 7)
9. Exclude the press and public pursuant to the Public Bodies (admissions to meetings) Act 1960 due to the confidential nature of the business to be discussed.
10. Consider applications received for a Village Maintenance Worker and agree interview date by members of the personnel committee. (See appendix 8)

Appendix Schedule

1. Matters raised and actions from the public meeting on 30/05/2023.
2. Planning Correspondence
3. Income and Expenditure 2022/23.
4. Asset Register (31/03/2023)
5. Internal Auditors report and AGAR return.
6. Council's reserve and earmarked funds
7. Correspondence schedule
8. Job Applications (confidential)