



# BRAMSHOTT & LIPHOOK PARISH COUNCIL

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THE PARISH OFFICE  
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## To all Parish Councillors

**YOU ARE HEREBY SUMMONED TO AN EXTRAORDINARY MEETING OF BRAMSHOTT & LIPHOOK PARISH COUNCIL AT 6.30 PM IN THE LIPHOOK MILLENNIUM CENTRE, LIPHOOK, ON TUESDAY 3<sup>RD</sup> APRIL 2018.**

J M CADMAN  
LOCUM EXECUTIVE OFFICER

26<sup>th</sup> March 2018

## AGENDA

1. **CHAIRMAN'S ANNOUNCEMENTS**  
Telephones, fire exits & recording of the meeting.
2. **APOLOGIES FOR ABSENCE**  
To approve apologies for absence.
3. **DISCLOSURE OF INTERESTS**  
Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.
4. **NEIGHBOURHOOD DEVELOPMENT PLAN**  
4.1 Recommendation: To increase the size of the NDP Steering Group to 12 members and make the necessary amendment to the Terms of Reference.

4.2 To receive a recommendation from the Liaison Working Party concerning the appointment of members of the public to working parties and to the steering group.

4.3 To endorse the completed NDP Interim Report received from FERIA Urbanism (draft approved by Council 7th March 2018). **Appendix 1, served by email.** *Hard copy available from the office by request.*

5. **SMALL PURCHASES**

Members to endorse the recommendation of the Finance and Policy Committee concerning the following financial arrangements, to more easily facilitate day to day administration, and the associated amendment to Financial Regulations 6.17, 6.18, and 6.19:

5.1 that an imprest account and debit card be arranged for the Events Manager, with a £500 limit. The card to be kept in the LMC safe.

5.2 that both the Events Manager and Haskell Centre administration hold a petty cash float of £50 for small purchases.