



# BRAMSHOTT & LIPHOOK PARISH COUNCIL

www.bramshottandliphook-pc.gov.uk

MR PETER STANLEY  
EXECUTIVE OFFICER

Tel: 01428 722988

Fax: 01428 727335

e-mail: council@bramshottandliphook-pc.gov.uk

THE PARISH OFFICE  
HASKELL CENTRE  
MIDHURST ROAD  
LIPHOOK  
HAMPSHIRE GU30 7TN

## To all Parish Councillors

**YOU ARE HEREBY SUMMONED TO THE ANNUAL MEETING OF  
BRAMSHOTT & LIPHOOK PARISH COUNCIL AT 7.30 PM IN THE  
PEAK CENTRE, MIDHURST ROAD, LIPHOOK, ON MONDAY 19<sup>th</sup>  
MAY 2014**

*Members of the press and public are welcome to attend the meeting and are encouraged to do so.*

## Extract of standing orders

The period of time which is designated for public participation shall not exceed 15 minutes except at the discretion of the Chairman. A person should raise their hand when wishing to speak and will be asked to state their name for the record. If declining to give their name they will be referred to generically in the minutes. The meeting shall not exceed a period of 2.5 hours except at the discretion of the Chairman.

**P Stanley**  
Executive Officer

**13<sup>th</sup> May 2014**

## AGENDA

- 1. ELECTION OF A CHAIRMAN OF THE COUNCIL 2014/15**
- 2. DECLARATION OF ACCEPTANCE OF OFFICE – CHAIRMAN**
- 3. ELECTION OF THE VICE-CHAIRMAN OF THE COUNCIL 2014/15**

**4. APOLOGIES FOR ABSENCE**

**5. CHAIRMAN'S ANNOUNCEMENTS**

**6. 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.

**7. MINUTES OF LAST MEETING**

To approve and sign Minutes of the meeting held on 28<sup>th</sup> April 2014  
**(Appendix 1)**

**8. MATTERS ARISING – For Information Only**

To consider matters arising from the meeting.

**9. ELECTION OF COMMITTEE CHAIRMEN 2014/15**

Recreation Committee

Planning Committee

Liphook Millennium Centre Management Committee

Finance & Policy Committee

**10. APPOINTMENT TO COMMITTEES (Appendix 2)**

Recreation Committee – 7 members

Planning Committee – 8 members

LMC Management Committee – 6 members

Finance & Policy Committee – 6 members (to include chairman of the council and chairmen of committees)

**11. ELECTION OF REPRESENTATIVES TO ORGANISATIONS, OUTSIDE BODIES, WORKING PARTIES AND GROUPS (Appendix 3)**

**12. PUBLIC PARTICIPATION SESSION**

**Adjournment of the meeting for public questions.**

Public Questions.

(a) To allow members of the public to address the Council with respect to items not on the agenda.

(b) To allow members of the public to address the Council about business on the agenda at the discretion of the Chairman.

**Meeting re-convened**

- 13. REPORTS FROM DISTRICT & COUNTY COUNCILLORS**  
Cllr Angela Glass, Cllr Bill Moulard, Cllr Lynn Ashton – East Hants District Council  
Cllr Ferris Cowper – Hampshire County Council
- 14. MINUTES OF COMMITTEE MEETINGS**  
To accept the minutes of committee meetings and receive feedback from committee Chairmen
- Planning Committee  
14<sup>th</sup> April 2014 (**Appendix 4**)
- LMC Management Committee  
15<sup>th</sup> May 2014 – minutes not yet available
- Finance & Policy Committee  
14<sup>th</sup> May 2014 minutes – minutes not yet available
- 15. FINAL INTERNAL AUDIT REPORT**  
To consider the final audit and response to issues raised. To confirm the appointment of Eleanor Greene, Do the Numbers Ltd as internal auditor for 2014/15. (**Appendix 5**)
- 16. INSURANCE RENEWAL**  
To confirm that the council insurance becomes due for renewal on 24<sup>th</sup> June 2014.
- 17. TO RECEIVE THE MONTHLY REPORT FROM THE CHAIRMAN OF THE F&P COMMITTEE**  
To receive a schedule of accounts paid in April 2014(**Appendix 6**). To approve the accounts for April 2014 and note the bank balances and cash book balances held by the council. Queries should be raised with the Executive Officer in advance of the meeting as it may not be possible to answer questions at the meeting without financial records.
- 18. INVENTORY OF LAND AND ASSETS**  
To note that the inventory of land and assets including buildings and equipment will be reviewed and updated as part of the budget planning process for 2015/16.
- 19. REPORTS FROM REPRESENTATIVES FROM OUTSIDE BODIES**  
To receive reports from outside bodies. Bramshott Educational Trust (**Appendix 7**)