

Burlescombe Parish Council

5 August 2024

To: All members of Burlescombe Parish Council

Dear Councillor

You are duly summoned to attend the inaugural meeting of the Asset and Responsibilities Working Group to be held in the Westleigh URC Hall on Monday, **5 August 2024 at 7.30pm.**

Yours sincerely
Susan McGeever
Acting Parish Clerk

AGENDA

- 1. Apologies**
- 2. Declarations of Interest/Dispensations**
To receive any declarations of interest relating to business to be conducted at this meeting and
To consider any dispensation requests and confirm any relevant dispensations.
- 3. Introductions and identification of key skills within the Parish Council**
- 4. To review the documentation received from the outgoing Parish Clerk and Responsible Financial Officer and identify any missing documents**
- 5. To make a recommendation to the Parish Council on the following:**
 - Responsibilities of the Parish Council
 - Any updates required to the asset register
 - Allocation of councillor responsibilities
 - Website and emails
 - Parish Clerk/RFO job description and remuneration
 - Any other Working Groups
- 6. Dates of the next Working Group Meetings**