

LITTLE CHEVERELL PARISH COUNCIL

Clerk: Rebecca Hathaway-White

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**Meeting of Little Cheverell Parish Council to be held at Little Cheverell Village Hall
on Thursday 13th June 2024 at 7 pm**

All Parish Council Meetings are open to the Public and Press.

4th June 2024

To All Members of Little Cheverell Parish Council

Dear Councillor

You are summoned to attend the Annual Meeting of Little Cheverell Parish Council on Thursday 13th June 2024 at Little Cheverell Village Hall to transact the business set out below.

Rebecca Hathaway-White

Parish Clerk

MEETING SCHEDULE

7 – 7.15 pm

Public Participation

To enable members of the public to address the Council, with an allowance of three minutes per person, regarding items on the agenda in the first instance and if time permits any matter relating to the village.

COUNCIL MEETING AGENDA

- 1. Election of Chairman**
- 2. Election of Vice Chairman**
- 3. Chairman and Vice Chairman to sign their Declaration of Acceptance of Office.**
- 4. Acceptance of apologies for absence.**
- 5. Dispensations and declarations of interest.**

Council is asked to discuss any written requests for dispensation the Clerk may have received from councillors. Members to declare any interest they may have in agenda items that accord with the requirements of the relevant authorities.
- 6. Internal Audit Report 2023/24. Council to consider, adopt and approve the Internal Audit report.**
- 7. The Annual Governance and Accountability Return (AGAR) 2023/24 Form 2**

Council to note the commencement for the exercise of public rights will commence on Monday 17th June 2024 and will continue for a 30-day working period until Friday 26th July 2024.
Publication Requirements - The Clerk will publish the following documents on the Council's website as best practice.

 - Certificate of Exemption, page 3

- Annual Internal Audit Report 2023/24, page 4
- Section 1 – Annual Governance Statement 2023/24, page 5
- Section 2 – Accounting Statements 2023/24, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

8. The Annual Governance and Accountability Return 2023/24 Form 2. Section 1 – Annual Governance Statement 2023/24

Council is requested to consider, approve and to authorise the Chairman of the meeting and the Clerk to sign the Annual Governance Statement 2023/24 as circulated.

9. The Annual Governance and Accountability Return 2023/24 Form 2. Section 2 – Accounting Statements 2023/24.

Council is requested to consider, approve and to authorise the Chairman of the meeting to sign the Accounting Statement 2023/24, as circulated.

26. Date of next meeting

The minutes of this meeting will be available to all members of the public from the village website www.littlecheverellparishcouncil.org.uk the Parish Notice board or by contacting the Parish Clerk.