

MORETON, BOBBINGWORTH AND THE LAVERS PARISH COUNCIL

Clerk: Mrs Adriana Jones

Email: clerk@mbldparishcouncil.co.uk

Dear Councillor

You are hereby summoned to attend an **EXTRAORDINARY** Meeting of Moreton, Bobbingworth and the Lavers Parish Council, which will be held on **Tuesday 18th June 2024** at **7.30pm** at **Moreton Village Hall**.



Adriana Jones
Parish Clerk and RFO
12th June 2024

Members of the public and press are invited to attend this meeting. This meeting will be recorded for the purposes of ensuring accurate minutes. Members of the public should be aware that should they choose to speak, their voice will be picked up by this recording.

AGENDA

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2. OTHER ABSENCES

To note any absences for which no apology has been received.

3. DECLARATIONS OF INTEREST

To receive any Declarations of Interest by Members. A Member with a personal interest in a matter must consider whether it is a Disclosable Pecuniary, Other Registerable or Non-Registerable Interest, and declare it accordingly. A Member who is unsure as to how to declare their interest should seek independent advice.

4. PARISHIONERS' FORUM

To receive questions from members of the public. In accordance with an agreed procedure, the time allocated for public questions may be limited to 10 minutes or such other period determined by the Chairman of the Meeting.

5. INTERNAL AUDIT

To **NOTE** the report of the Internal Auditor. There are 3 formal recommendations as follows;

- **Recommended** that the insurance Fidelity Guarantee is increased from £25,000 as the Council throughout the year can have nearly £50,000 in its accounts.
- **Recommended** that Council considers putting in place a formal regime for the checking of all amenities as per councillor responsibilities to mitigate risk
- **Recommended** that the Council ensures the Councillors' Code Conduct is swiftly added to the Council's website.

There are also a number of other actions that the Clerk would like to introduce:

- Moving to Office 365 to allow all documents to be stored on the cloud (Business Risk)
- Bank Statements to be reviewed and signed by the Chair at each meeting alongside the bank reconciliation
- Split and publish policies and procedures as individual documents

Councillors are asked to **CONSIDER** these actions.

6. REVIEW OF INTERNAL CONTROLS

Each year the Parish Council is responsible for conducting a review of the effectiveness of its system of internal control. Attached to the agenda is a document which supports this review. Councillors are asked to **COMPLETE** this review.

7. EXTERNAL AUDIT – AGAR

Each year the Councils Accounts and Practices (known as the Annual Governance and Accountability Return - AGAR) are reviewed by an external auditor appointed by the Smaller Authorities' Audit Appointments Ltd. For this Council, PKF Littlejohn are our appointed auditors. The following dates for the External Audit apply for this Council:

- The AGAR must be approved by 30th June 2024 and submitted to PKF Littlejohn by 1st July 2024.
- The requirement for the public inspection period (to include the first 10 working days of July) will start 24th June and will end on 2nd August 2024.

For 2022/2023, the Parish Council was able to declare itself 'exempt' as it met the required criteria, however this is not the case for 2023/2024. This Council is therefore subject to an Intermediate Review as part of the limited assurance review process. Council is asked to:

- a) Consider the review of effectiveness of the system of internal control of this Council
- b) Prepare the Annual Governance Statement (Section 1)
- c) Approve the Annual Governance Statement by way of **RESOLUTION**
- d) Consider the Accounting Statements (Section 2)
- e) Approve the Accounting Statements by way of **RESOLUTION**
- f) Ensure that both the Annual Governance Statement and Accounting Statement is signed and dated by the person presiding at the meeting.

8. DATES AND LOCATIONS OF NEXT MEETINGS

- Tuesday 9th July – Magdalen Laver Village Hall
- Tuesday 10th September – Moreton Village Hall
- Tuesday 12th November – Moreton Village Hall
- Tuesday 10th December - Christmas lighting and open meeting – Moreton Village Hall