

MORETON, BOBBINGWORTH AND THE LAVERS PARISH COUNCIL

Clerk: Mrs Adriana Jones

Email: clerk@mbparishcouncil.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 10th June 2025 at 7.30pm at MORETON Village Hall.**



Adriana Jones
Parish Clerk and RFO
4th June 2025

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. CONFIRMATION OF MINUTES

To approve as a correct record the Minutes of the 13th May 2025 Parish Council meeting as previously circulated.

5. 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.

6. INTERNAL AUDIT

To **NOTE** the report of the Internal Auditor for the Internal Audit 2024/2025, and to consider any necessary actions from this report.

7. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024/2025

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 this Councils appointed auditors. The following dates for the External Audit apply for this Council:

- The AGAR must be approved by 30th June 2025 and submitted to PKF Littlejohn by 1st July 2025.
- The requirement for the public inspection period (which must include the first 10 working days of July) will start 16th June and will end on 28th July 2024.

As the income for this Council was over £25,000, it is subject to a Basic Review as part of the limited assurance review process. The Clerk is also responsible for completing numerous documents to submit to the auditor, as well as setting requirements in terms of the notification of public rights. Council is now asked to:

- a) Review of effectiveness of the system of internal control of this Council (a formal review of internal controls was completed in July 2025)
- 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.

Attached to the agenda are sections 1 and 2 for Councillors information.

8. ITEMS FOR NEXT MEETING / UPDATE TO KEEP ON AGENDA

- RCCE / Moreton Village Hall meeting – no update
- Application to register Moreton Village Green – no update
- Devolution and Local Government Reform – no update

9. DATES AND LOCATIONS OF MEETING 2025

Tuesday 15th July 2025 – Magdalen Laver Village Hall (this is third Tuesday)

Tuesday 9th September 2025 – Moreton VH

Tuesday 11th November 2025 – Moreton VH

Tuesday 9th December 2025 – Moreton VH