

# Letheringham Parish Council

## Notice of Meeting Monday June 26<sup>th</sup>, 2023 at 7.00pm Easton & Letheringham Village Hall

To Members of Letheringham Parish Council:

*You are hereby summoned to attend a meeting of Letheringham Parish Council which will be held on Monday June 26<sup>th</sup>, 2023 starting at 7 pm in Easton & Letheringham Village Hall.*

*Paul Clarke, Chairman*

*21<sup>st</sup> June, 2023*

### Public Attendance

Members of the public and press are welcome to attend. At item 3, the public will be invited to give their views/question the Parish Council on issues on the agenda, or raise issues for consideration of inclusion at future meetings. This item will be limited to 15 minutes duration and will be followed by any County/District Councillors' or Police reports.

## Agenda

1. Members of the council present
2. Members of the public present
3. Public Participation  
an opportunity for residents to give their views and question the parish council on items on this agenda, or raise issues for future consideration at the discretion of the Chairman.
4. Apologies
5. Declaration of Interests
6. Consideration of dispensation requests
7. Minutes  
To consider approval of the minutes of the meeting of May 22<sup>nd</sup>, 2023  
To ratify decisions made at the meeting of January 27<sup>th</sup>, 2020  
To ratify decisions made at the meeting of August 24<sup>th</sup>, 2020
8. Matters of Report

9. Appointment of a temporary Clerk
  1. To constitute the post of temporary Clerk
  2. To appoint a councillor as temporary Clerk
  
10. Appointment of a temporary Responsible Financial Officer:
  1. To constitute the post of Responsible Financial Officer
  2. To appoint an RFO on a temporary basis
  
11. Appointment of an Internal Auditor:
 

To appoint an internal auditor to examine records for 2022/23
  
12. Audit Submission 2020/21
  1. To approve section 1 – Annual Governance Statement
  2. To approve section 2 – Accounting Statements
  3. To approve the Year End Bank Reconciliation
  4. To approve the Certificate of Exemption
  
13. Audit Submission 2021/22
  1. To approve section 1 – Annual Governance Statement
  2. To approve section 2 – Accounting Statements
  3. To approve the Year End Bank Reconciliation
  4. To approve the Certificate of Exemption
  
14. Audit Submission 2022/23
  1. To approve section 1 – Annual Governance Statement
  2. To approve section 2 – Accounting Statements
  3. To approve the Year End Bank Reconciliation
  4. To approve the Analysis of Variances
  4. To approve the Certificate of Exemption
  
15. Financial Report
  1. Current Financial Statement
  2. Outstanding invoices for approval
  3. Update on transfer of bank account signing authorities
  4. To consider approval of the use of online banking
  
16. Matters for the Next Meeting:
 

To raise any matters not on this agenda which could be put on the agenda for discussion at the next meeting.

Signed: ..... Date: .....

*Paul Clarke* 21.06.2023

Chairman, Letheringham Parish Council

Please note that, although item 3 on the agenda offers members of the public an opportunity to raise issues and question councillors on items on this agenda, there will not be scope for significant discussion at this point. You are encouraged to contact councillors directly in advance if you have issues you wish to discuss. Thank you.