

Glynde & Beddingham Parish Council

Notice is hereby given that Members of the Parish Council are required to attend the **Annual Statutory Meeting*** of **Glynde & Beddingham Parish Council**, on **Wednesday 11th May 2022** at **6:30pm**, to be held in the **Reading Room, Glynde**, where the following business will be considered and transacted.

S Mills Stephanie Mills, Acting Clerk

6th May 2022

A G E N D A

- 1. Election of Parish Council Chairman and Vice Chairman for the 2022/2023 Municipal Year**
- 2. Public Questions and Statements** – 15 minutes.
- 3. Apologies** – To receive apologies for absence.
- 4. Declarations of Interest**
- 5. Chairman’s Welcome**
- 6. Minutes of the last meeting**
To approve the minutes of the extraordinary meetings held on 30th March and 20th April 2022 and the ordinary meeting held on 16th March 2022.
- 7. District/County Councillor/MP Reports** - To receive verbal or written reports.
- 8. Resignation of Councillor**
To note the resignation of Cllr L Jolly and statutory obligations/procedures regarding a casual vacancy.
- 9. Friends Of Glynde School**
To consider financial support to Friends Of Glynde School towards the new playground to be installed at Firle School.
- 10. Finance**
 - 10.1. Internal Audit 2021/2022**
To note the results of the Internal Audit for the period 01/04/21 – 31/03/22.
 - 10.2. Q4 2021-2022 Year End Financial Update**
To note an update on the 2021-2022 Year-End Parish Council’s Finances from Q1-Q4 (01/04/2021 – 31/03/2022) and to approve the bank statements, bank reconciliation, working cashbook, account reconciliation and spend-against-budget for the period.
 - 10.3. Annual Governance and Accountability Return 2021/2022 Part 2 – Certificate of Exemption**
 - a) To agree that the Parish Council meets the qualifying criteria and can certify itself as exempt from a limited assurance review;
 - b) To approve and sign the Certificate of Exemption – AGAR 2021/22 Part 2.
 - 10.4. Approval of the Annual Governance Statement 2021/2022 – Part 2, Section 1**
To review and agree responses to the PKF Littlejohn Annual Governance and Accountability Return 2021/2022 Part 2 Section 1, to be signed by the Chairman and Clerk.
 - 10.5. Approval of Annual Governance Statement 2021/2022 – Part 2, Section 2**
To review and approve the Accounting Statements presented within the PKF Littlejohn Annual Governance and Accountability Return 2021/2022 Part 2 Section 2, to be signed by the Chairman.
 - 10.6. Payments and Receipts** – To approve payments for May 2022 and to agree a process to approve payments and receipts until a new Clerk is appointed.
- 11. Recruitment of new Clerk**
 - 11.1. To note an update on the recruitment and agree next steps**
 - 11.2. To agree requirements to ensure business as usual activities continue during the recruitment process**
- 12. Councillor Reports and Items for Future Agendas**
- 13. To agree the date of the next meeting**

*The local authority administrative parishes of Glynde and Beddingham were amalgamated on 21st February 1972 by a Grouping Order made by East Sussex County Council under section 45 of the Local Government Act 1933. The above agenda items, and decisions made within the Annual Statutory Meeting, apply to both Parishes as permitted under the Grouping Order.