

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 **Tuesday 16th May 2023 at 6:30pm**, to be held in the **Reading Room, Glynde**, where the following business will be considered and transacted.

S Carter Steve Carter, Clerk and Responsible Financial Officer

2nd May 2023

A G E N D A

- 1. Election Of Parish Chairman and Vice Chairman for the 2023-2024 Municipal Year**
- 2. Declaration of Acceptance of Office – All Councillors** – to note Declaration of Acceptance of Office by all members
- 3. Public Questions and Statements** – 15 minutes.
- 4. Apologies** – To receive apologies for absence.
- 5. Councillor Vacancy** - To consider applications received and invite successful candidates to join the council.
- 6. Declarations of Interest**
- 7. Minutes of the last meeting**
To approve the minutes of the Ordinary Council Meeting held on 15th March 2023.
- 8. Finance**
 - 8.1 Internal Audit 2022/2023** To note the results of the Internal Audit for the period 01/04/22 – 31/03/23.
 - 8.2 Q4 2022-2023 Year End Financial Update** To note an update on the 2022-2023 Year-End Parish Council's Finances from Q1-Q4 (01/04/2022 – 31/03/2023) and to approve the bank statements, bank reconciliation, working cashbook, account reconciliation and spend-against-budget for the period.
 - 8.3 Annual Governance and Accountability Return 2022/2023 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 2022/23 Part 2.
 - 8.4 Approval of the Annual Governance Statement 2022/2023 – Part 2, Section 1** To review and agree responses to the PKF Littlejohn Annual Governance and Accountability Return 2022/2023 Part 2 Section 1, to be signed by the Chairman and Clerk.
 - 8.5 Approval of Annual Governance Statement 2022/2023 – Part 2, Section 2** To review and approve the Accounting Statements presented within the PKF Littlejohn Annual Governance and Accountability Return 2022/2023 Part 2 Section 2, to be signed by the Chairman.
 - 8.6 Payments and Receipts** – To approve payments for May 2023
 - 8.7 HMRC Direct Debit Facility** – Update
 - 8.8 To Agree to Pay the Grass Cutting Contractor Between Meetings** - to comply with Contract Terms
 - 8.9 To Agree to continue our insurance with Zurich and to take the three-year option.**
- 9. Councillor Reports and Items for Future Agendas**
- 10. To agree Meeting Dates for the 2023-2024 Municipal Year/ dates for 2024 Annual Statutory Meeting and Annual Parish Meeting**
- 11. South Downs National Park elections** – nomination of councillor representative to sit on the SDNP Board.
- 12. To agree the date of the next meeting – Wed 19/07/2023**

*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