

Glynde & Beddingham Parish Council

Notice is hereby given that Members of the Parish Council are required to attend the **Ordinary Meeting** of **Glynde & Beddingham Parish Council**, on **Wednesday 15th of May 2024** 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

8th May 2024

A G E N D A

- 1. Chairman's Welcome** - from 2023-2024 Chairman
- 2. Election Of Parish Chairman and Vice Chairman for the 2024-2025 Municipal Year**
- 3. Public Questions and Statements** – 15 minutes.
- 4. Apologies** – To receive apologies for absence.
- 5. Declarations of Interest**
- 6. Minutes of the last meeting** - To approve the minutes of the Ordinary Council Meeting held on Wednesday 20th March 2024.
- 7. Finance**
 - 7.1. Internal Audit 2023/2024**To note the results of the Internal Audit for the period 01/04/23 – 31/03/24.
 - 7.2. Q4 2023-2024 Year End Financial Update** To note an update on the 2023-2024 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.
 - 7.3. Approval of the Annual Governance Statement 2023/2024 – Form 3 - Section 1** To review and agree responses to the PKF Littlejohn Annual Governance and Accountability Return 2023/2024 Form 3 Section 1, to be signed by the Chairman and Clerk.
 - 7.4. Approval of Annual Governance Statement 2023/2024 –, Section 2** To review and approve the Accounting Statements presented within the PKF Littlejohn Annual Governance and Accountability Return 2023/2024 Section 2, to be signed by the Chairman.
 - 7.5. To review and agree the dates for Public Rights**
 - 7.6. Completion Checklist** - Council will review and appropriately tick boxes on the Completion Checklist, page 2
- 8. Payments and Receipts** – To approve payments for May 2024
- 9. To set Reserves for 2024-2025** – To formally record reserves values for General and Earmarked Reserves
- 10. To Agree to Pay the Grass Cutting Contractor Between Meetings** - to comply with Contract Terms
- 11. To Agree to continue the Council Insurance with Zurich as part of the three-year option agreed May 2023.**
- 12. To agree Ordinary Council Meeting Dates for the 2024-2025 Municipal Year and dates for 2024 Annual Statutory Meeting and Annual Parish Meeting**
- 13. To agree the date of the next Ordinary Council Meeting – Wednesday 17th July 2024 at 7pm at the Reading Room**