AGENDA

Councillors,

The Annual Meeting of Chawton Parish Council is to be held at 7pm on Thursday 25th July 2024 in the Village Hall, Chawton. which you are summoned to attend.

Clerk to the Council 11/07/2024

1. Election of Chair.

2. Election of Vice Chair.

3. Apologies.

4. Declarations of Interests.

Councillors are reminded of their responsibility to declare any pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the meeting when the issue is discussed and Council votes on the matter.

5. Chair's announcements.

6. Adjournment for public participation.

7. Update from the District Councillors

8. Approval of the minutes of the Council APM held 31st May 2023

9. Matters arising.

10. To discuss and agree the opening of a new bank account and signatories

11. To discuss and agree a new website and provider

12. To discuss and agree moving council emails over to.gov.uk

13. To agree new IT equipment and phone for Clerk

14. Discuss and agree action for the following items:-

* Cemetery gate
* What is our registered address (postcode, previous clerks)
* New benches with post code
* Tree/sapling broken on recreation ground (near entrance to Mingledown Woods)

15. End of financial year arrangements:

a) That Chawton Parish Council approve the audited Parish Council accounts for FY 2023/24.

b) That Chawton Parish Council note the Internal Audit Report from Lightatouch covering March 2024 and Year End procedures.

c) That Chawton Parish Council approve the Annual Governance Statement for the FY 2023/24, having considered the responses to the statements to ensure there is a sound system of internal control, and authorise the Chair and Clerk to sign the document accordingly.

d) That Chawton Parish Council approve the Accounting Statement for the FY 2023/24 and authorise the Chair to sign the document accordingly.

e) That Chawton Parish Council approve the dates for the exercise of public rights;

f) That Chawton Parish Council confirm that it has no conflict of interest between with external auditors BDO LLP;

g) To review the effectiveness of Internal Audit 2023/24.

h) That Chawton Parish Council appoint Lightatouch as the Internal Auditor for the FY 2024/25

16. Payments and receipts for the period 1 April 2024 to 30th June 2024

17. To confirm time and place of ordinary meetings to the end of the calendar year.

18. Matters to report.

Next Meeting – To be agreed