

Kelfield Parish Council

THE ANNUAL MEETING OF THE COUNCIL (2)

Dear Councillor,

I hereby give you notice that the Annual Meeting of Kelfield Parish Council at the Kelfield Village Institute on **Monday 15 May 2023** immediately following the Annual Parish Meeting which commences at 7.30pm. All members of the Council are hereby summoned to attend to consider and resolve the business to be transacted at the meeting as detailed on the agenda set out below.

Clerk to the Council Dated 3 May 2023

Please note that prior notification to the Clerk should be given by anyone wishing to use recording devices of any kind during the Meeting, this includes mobile phones, in order that suitable arrangements may be made to accommodate requirements.

AGENDA

- 1 To Elect a Chair for the ensuing year
- 2 To Receive the Chair's Declaration of Acceptance of Office
- 3 To receive Declarations of Acceptance of Office. All councillors to complete;
 - Declaration of Acceptance of Office Form
 - Register of Interest Form
- 4 To receive Apologies for absence and Declarations of Interest/Dispensations
- 5 Election of Deputy Chair
- 6 To appoint Representatives to outside bodies/other appointees for the year 2023/24.
 - 6.1 Appoint Internal Auditor for next year 2023/24
 - 6.2 Appoint two Representatives to attend YLCA branch meetings
- 7 Approval of the Accounts for Audit for the Year Ending 31 March 2023
 - 7.1 To certify Kelfield Parish Council as exempt from external audit for fiscal year 2022/23.
 - 7.2 To note the Annual Internal Audit Report for 2022/23 included at page 4 of the Annual Governance and Accountability Return 2022/23.
 - 7.3 To approve Section 1 – Annual Governance Statement 2022/23 for Kelfield Parish Council on page 5 of the Annual Governance and Accountability Return 2022/23.
 - 7.4 To approve Section 2 -Accounting Statements for Kelfield Parish Council on page 6 of the Annual Governance and Accountability Return 2022/23.
 - 7.5 To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.
 - 7.6 To approve Exercise of Public Rights dates for the 2022/23 AGAR- the accounting records for the financial year.
- 8 Review of Kelfield Parish Council policies – Standing Orders, Code of Conduct, Financial Regulations, Guardian/Deputy Guardian of the Defibrillator - circulated.
- 9 To note the dates of meetings for the ensuing municipal year.

*The Parish Council may, by resolution, exclude the press and public whenever publicity would be prejudicial to the public interest by reason of the nature of the confidential business to be transacted, in accordance with Section 100(4) of the Local Government Act 1972, if there will be disclosure of exempt information as defined in Section 100(1) of the Act as described in paragraph 3 of Part 1 of Schedule 12(A) of the Act.