

Luddesdown Parish Council

Email: clerk@luddesdown-pc.gov.uk Website: www.luddesdown-pc.gov.uk



To all members of Luddesdown Parish Council

You are hereby summoned to attend the **Extraordinary Meeting of Luddesdown Parish Council** on **Thursday 27th June 2024** at **7:30pm** to be held at **Luddesdown Village Hall, DA13 0XE**. Papers will be circulated for items marked with (*)

Yours faithfully

Charles Amis
Clerk and Responsible Financial Officer
Date of Issue: Monday 24th June 2024

AGENDA

1. **Apologies for Absence:** To receive and accept apologies
2. **Declarations of Members' Interests:**
 - 2.1 To remind all Members that they are required to submit their declaration of interest forms to the Monitoring Officer within twenty-eight days of the election
 - 2.2 To receive declarations of pecuniary and non-pecuniary interests for this meeting
3. **Internal Audit Report for 2023-2024:**
 - 3.1 To receive the Internal Audit report from an Internal Auditor and consider its recommendations
4. **2023-24 End-of Year Financial Matters**
 - 4.1 **To review the effectiveness of the system of Internal Control (*):** Councillors are asked to consider the attached Statement of Internal Control in support of the Annual Governance Statement. The Chairman of the Council and the Clerk to sign
 - 4.2 **Annual Governance Statement (*):** To approve the Annual Governance Statement for 2023-24, Section 1 of the AGAR for the year ending 31 March 2024
 - 4.3 **Accounting Statements, Bank Reconciliation and Variances (*):** To approve the Accounting Statements for 2023-24, Section 2 of the AGAR for the year ending 31 March 2024 and the supporting Bank Reconciliation as at 31 March 2024.
 - 4.4 **Certificate of Exemption (*):** To confirm the Council meets the criteria for exemption for 2023-24 and can certify itself as exempt from the 'Limited Assurance review'. If so, the Chairman and the Clerk/RFO to sign and date the Certificate of Exemption.
 - 4.5 **Exercise of Public Rights:** To note the proposed dates (Monday 1 July 2024 to Friday 9 August 2024) for the Exercise of Public Rights as selected by the Council's Responsible Financial Officer