

Burlescombe Parish Council

18 June 2024

To: All Caretaker Members of Burlescombe Parish Council

Dear Councillor

You are duly summoned to attend a meeting of the **Burlescombe Caretaker's Parish Council** to be held at The Westleigh URC Hall on **Tuesday, 25 June at 7.00pm**. The meeting is open to the press and the public.

Yours sincerely
Susan McGeever
Acting Parish Clerk

AGENDA

- 1. Welcome by the Caretaker Chairman, apologies for absence and introductions**
- 2. Declarations of Interest/Dispensations**
To receive any declarations of interest relating to business to be conducted at this meeting and
To consider any dispensation requests and confirm any relevant dispensations.
- 3. Minutes of Previous meetings** to approve minutes of the meeting on 16 May 2024.

- 4. Public Participation**

Annual Governance and Accountability Return (AGAR) 2023/24

- The authority should receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval

- 5. Internal Auditor's Report**

To receive and note the annual internal auditor's report and identify any actions required.

- 6. Annual Governance Statement**

To approve Section 1, Annual Governance Statement.

- 7. Accounting Statements**

To approve Section 2, Accounting Statements

- 8. Date for the public rights period**

- 9. Date of the Council Meeting**

TBA