

**Little Bardfield Parish Council
ANNUAL PARISH COUNCIL MEETING**



www.littlebardfieldparish.org.uk

**Annual Meeting of the Parish Council and Annual Parish Meeting
Wednesday 10 May 2023
7.00pm
Little Bardfield Cricket Club Pavilion**

1. Election of Chairman and Declaration of Acceptance of Office
2. Election of Vice Chair
3. Councillors' Declarations of acceptance of office
4. Chair's welcome and Public Open Forum
5. Declarations of Interest in any matters on the agenda
6. The minutes for the meeting of 11 May 2022 - to approve and sign*
7. Matters arising from the minutes, for discussion
8. Review of Asset Register*
9. Review of Risk Assessment*
10. Review of Standing Orders*
11. Review of Financial Regulations*
12. Acceptance of end of year accounts
 - a) Parish Council Treasurer's account
 - b) Community Fund account (as trustee)
13. To consider the Annual Governance and Accounting Return and publication as follows:
 - a) To receive and note the Annual Internal Audit Report
 - b) To approve the Annual Governance Statement on Form 2 Section 1
 - c) To approve the Annual Accounting Statement on Form 2 Section 2
 - d) To declare and certify that the council is exempt from external audit
 - e) To approve the period of 5 June to 14 July 2023 for the exercise of public rights relating to the annual accounts and confirm that a Notice of Public Rights in the prescribed form shall be published by 4 June 2023

*Documents relating to these items will be available at the meeting or in advance from the clerk on littlebardfieldparishclerk@gmail.com or 01371 404321

Convened by the Chairman Cllr Davies and the Clerk Kate Rixson. Agenda prepared by Kate Rixson and issued on 25 April 2023