

Stanford Rivers PARISH COUNCIL

MINUTES

Meeting: EXTRAORDINARY PARISH COUNCIL

Date: 18th June 2024

Time: 6.00pm

Toot Hill Village Hall, Toot Hill Road, Toot Hill, Essex

PRESENT:

Councillors (3) Cllr Glover (Chairman), Cllr Tallon, Cllr Adams

Also in Attendance (1) - Adriana Jones – Clerk

Members of the Public (0)

Members of the Press (0)

QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no public present.

P14.1194 APOLOGIES FOR ABSENCE

Apologies received from Cllr Saridja, Cllr Jackson and Cllr Hollington.

P14.1195 OTHER ABSENCES

None.

P14.1196 DECLARATIONS OF INTEREST

None.

P14.1197 INTERNAL AUDIT

Councillors NOTED the content of the report of the Internal Auditor following the internal audit which took place on 5th June. It was noted that all suggested recommendations had been completed.

P14.1198 EXTERNAL AUDIT – AGAR – 2023/2024

Each year the Councils Accounts and Practices (known as the Annual Governance and Accountability Return - AGAR) are reviewed by an external auditor appointed by the Smaller Authorities' Audit Appointments Ltd. For this Council, PKF Littlejohn are our appointed auditors. The following dates for the External Audit apply for this Council:

- The AGAR must be approved by 30th June 2024 and submitted to PKF Littlejohn by 1st July 2024.
- The requirement for the public inspection period (to include the first 10 working days of July) will start 24th June and will end on 2nd August 2024.

Councillors noted this Council was subject to an Intermediate Review as part of the limited assurance review process. Council therefore:

- a) Reviewed the effectiveness of the system of internal control, and considered the findings of this review
- b) Prepared the Annual Governance Statement (Section 1)
- c) Approved the Annual Governance Statement by way of **RESOLUTION. PROPOSED** Cllr Adams, **SECONDED** Cllr Tallon. All Agreed.
- d) Considered the Accounting Statements (Section 2)
- e) Approved the Accounting Statements by way of **RESOLUTION. PROPOSED** Cllr Adams, **SECONDED** Cllr Tallon. All Agreed.
- f) Ensured that both the Annual Governance Statement and Accounting Statement was signed and dated by the person presiding at the meeting.

P14.1199 DATE OF NEXT MEETING – 11th July 2024

Signed Date