



The Parish Office
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TO ALL MEMBERS OF ASFORDBY PARISH COUNCIL

You are summoned to attend an Extraordinary Meeting of Asfordby Parish Council

To be held in the Parish Office on Thursday 27thth June 2024 at 7.00pm to transact the business as set out below.

The meeting is open to members of the public (including the press), but is not a public meeting. Access to the public from 6.50pm.

Helen Callaghan - Parish Administration Manager, 21st June 2024

The law allows for members of the public to record a Council meeting, those wishing to do so must declare that they intend doing so in advance, so that other members of the public who do not wish to be recorded are aware.

AGENDA

Members: Chair R De Burle, Deputy Chair J Whitehead, Cllr P Lamb, Cllr K De Burle, Cllr S Pitt Miller.

All meetings will be recorded for the purpose of accuracy and clarity.

1. **To Receive Apologies of Absence.**
2. **Member Declaration of Interests.**
3. **Audit 2023 -2024.** (Deferred 28.05.24)
 - a. To receive the Annual Internal Auditor's Report 2023/2024.
 - b. To receive the NALC practitioners guide March 2024. (Already distributed electronically)
 - c. To consider recommendations on matters arising from the internal auditor's narrative report.
 - d. To provide explanations of the 'No' answers in the Annual Internal Report.

- e. To complete and sign the Annual Governance Statement 2023/2024.
- f. To receive and sign the Accounting Statements 2023/2024.
- g. To receive, consider and sign the bank reconciliation 2023/2024.
- h. To receive and consider the explanation of variances.
- i. To receive and consider the breakdown of reserves.
- j. To agree the dates for the period of public rights.

4. Parish Council Insurance policy. (Deferred 28.05.24)

It is now advised that Cyber insurance should be held by parish councils. Our current policy does not give this cover. Members to discuss and approve the adoption of this policy for 2024/25 at a cost of £193.76.

(Document already distributed electronically)

5. Positions Vacant - RFO.

To authorise the placing of advertisements on notice boards and in local media to fill this vacant position, The position to be for 8 hours per week split over 2 days, copy of advertisement and terms of employment to be advised in writing to members prior to the advertising commencing.

Meeting Close / Next meeting TBA