

Crudwell Parish Council

To: Members of the Council

You are hereby summoned to attend an:

Extraordinary Parish Council meeting in the Crudwell Village Hall on **Thursday June 20th at 6.30 pm** for transacting the following business.

Public speaking: - Members of the public wishing to address the Council are invited to do so during the first ten minutes of the meeting.



Lisa Dent - (Clerk Crudwell Parish Council)

AGENDA

1. Apologies for absence

2. Declarations of Interest in items on the Agenda

To receive any declarations of interest in items laid out in this agenda in accordance with the Parish Council Code of Conduct.

3. To confirm the Minutes of the Council Meeting held on Tuesday 4th June 2019

4. Finance – to include

1. Current bank balances and income received
2. To complete the Annual Governance Statement for External Audit to LLP Littlejohn
3. To acknowledge receipt of Internal Audit report from Auditing Solutions
4. To approve the Accounts Statements for External Audit to LLP Littlejohn
5. To approve the Bank Reconciliation for External Audit to LLP Littlejohn
6. To acknowledge the Variances completed by Clerk for External Audit to LLP Littlejohn
7. To complete the contact details required by Littlejohn LLP External Auditor
8. To acknowledge the list of all items of expenditure above £100 for External Audit to LLP Littlejohn
9. To acknowledge dates for Public Inspection of Accounts notice for External Audit to LLP Littlejohn

5. Closing comments - Chairman to close meeting

6. Matters for the next meeting Tues 2nd July 2019

- 1) *To acknowledge the submission by email of all documents required for External Audit to LLP Littlejohn by 1st July 2019*
- 2) *Crudwell School Donation/Citizens Award*
- 3) *QFS March to June 2019*
- 4) *Swillbook Clearance*
- 5) *Memorial Garden Hedge Cutting*