

**-A meeting of Little Chalfont Parish Council
will be held on Wednesday 14 June 2023 at approx. 7.30pm
in the Village Hall, Cokes Lane, Little Chalfont**

Agenda

- 1. Apologies for absence.**
- 2. To accept a resolution that standing orders be suspended** to allow any members of the public to speak (10 mins).
- 3. To receive and approve the minutes of 10th May 2023.**
- 4. Declarations of Interest.**
- 5. Approval by Chairman of Items for Any Other Business.**
- 6. Chairman's Report:** (to follow)
- 7. Clerk's Report:** (to follow).
- 8. To receive reports, as appropriate, from members of outside bodies and working parties.**
- 9. Report on the Accounts 2022/23:** (to follow)
- 10. Internal Audit Report 2022/23:** Internal Audit Report
 - (i) To receive and adopt the Internal Audit Report dated 25 May 2023 following the auditor's visit of that date (previously circulated);
 - (ii) The auditor's overall conclusion was that he found the accounts and systems to be in good order and had no significant issues to raise. As a result, he had completed and signed the Annual Internal Audit Report which will accompany AGAR papers to be sent to the External Auditors. (Copy attached.)
 - (iii) To note that in the report referred to in (i) above, the auditor made a number of helpful recommendations. The Council is asked to review these and support implementation as soon as practicable.
- 11. Annual Accounts for the Year Ended 31 March 2023 (papers attached)**
 - (i) To consider and approve the Annual Governance and Accountability Return (AGAR), Section 1, Annual Governance Statement, for signature by the Chairman and the Parish Clerk. In considering this item, Council should refer to the Internal Auditor's report previously discussed above.
 - (ii) To note that the Parish Clerk, as RFO, has certified the AGAR section 2, Accounting Statements, by signing and dating;
 - (iii) Council to consider and approve the AGAR section 2, Accounting Statements 2022-23. The Chairman will then sign and date to confirm such approval;
 - (iv) To confirm that the period during which electors and interested persons may exercise rights relating to the annual accounts will be Monday 19 June – Friday 31 July 2023. The relevant notice advising of such rights will therefore be displayed on the website and Parish Council notice boards from Thursday 15 June 2023.
- 12. Financial matters:**
 - (i) List of payments 14 June 2023 (to follow);
 - (ii) Schedule of s137 payments 2022/23 (to follow);
 - (iii) Reserves.
- 13. Cleaning contract:** Quotes to be discussed (to follow)
- 14. Community Centre:** Cllr Gallagher to provide an update
- 15. Hedge Letters:** Letters to be issued to councillors
- 16. Chiltern Open Air Museum:** To discuss an invitation received.
- 17. Village Day:** To discuss arrangements for the Parish Council stall.
- 18. Any Other Business.**
- 18. Date of Next Meeting:** Wednesday 12th July 2023 at 7.30pm

