

**-A meeting of Little Chalfont Parish Council
will be held on Wednesday 18 June 2025 at approx. 7.45pm
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 14th May 2025.**
- 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 2024/25:** (to follow)
- 10. Internal Audit Report 2024/25:** Internal Audit Report
 - (i) To receive and adopt the Internal Audit Report dated 19 May 2025 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 helpful recommendation. The Council is asked to review these and support implementation as soon as practicable.
- 11. Annual Accounts for the Year Ended 31 March 2025 (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 2024-25. 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 16 June – Friday 27 July 2025. The relevant notice advising of such rights will therefore be displayed on the website and Parish Council notice boards from Thursday 12 June 2025.
- 12. Financial matters:**
 - (i) List of payments 18 June 2025 (to follow);
 - (ii) Schedule of s137 payments 2024/25 (to follow);
 - (iii) Reserves (to follow)
 - (iv) Bank Signatories to discuss
- 13. Grants:** Library grant request and Christmas Dinner request
- 14. Social media Policy:** to review and adopt
- 15.** To consider a resolution that in view of the confidential nature of the business to be transacted, it is advisable, in the public interest, that the public and press be excluded from the remainder of the meeting and be instructed to withdraw. (The items are confidential because they deal variously with contractual and legal matters.)
- 16. Little Chalfont Park:** Cllr Holmes to provide an update.
- 17. Revitalisation WWP Project:** Cllr Davies to provide an update. (to follow)
- 18. Any Other Business.**
- 19. Date of Next Meeting:** Wednesday 9th July 2025 at 7.30pm