

# STANFORD RIVERS PARISH COUNCIL

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**Adriana Jones**  
**Clerk to the Council**

**TO: ALL COUNCILLORS**

You are hereby summoned to attend an EXTRAORDINARY Meeting of the **Parish Council** which will be held on **Tuesday 18<sup>th</sup> June 2024** in the **Toot Hill Village Hall**, Toot Hill at **6pm** to transact the business shown in the agenda below.



**Adriana Jones, Clerk to the Council**  
 13<sup>th</sup> June 2024

## AGENDA

### QUESTIONS FROM MEMBERS OF THE PUBLIC

To **RECEIVE** questions from members of the public at **5.30pm**.

*In accordance with an agreed procedure, the time allocated for public questions shall be limited to 10 minutes or such other period determined by the Chairman of the Meeting.*

### 1. APOLOGIES FOR ABSENCE

To **RECEIVE** any apologies for absence.

### 2. OTHER ABSENCES

To **NOTE** any absences for which no apology has been received.

### 3. DECLARATIONS OF INTEREST

To **RECEIVE** any Declarations of Interest by Members.

*Any Member with a personal interest in a matter must consider whether it is a Disclosable Pecuniary, Non Pecuniary or Other Pecuniary Interest, and declare it accordingly. A Member who is unsure as to how to declare their interest should seek independent advice.*

### 4. INTERNAL AUDIT

To **NOTE** the report of the Internal Auditor following the internal audit which took place on 5<sup>th</sup> June.

### 5. EXTERNAL AUDIT – AGAR

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.

This Council is subject to an Intermediate Review as part of the limited assurance review process. Council is asked to:

- a) Review the effectiveness of the system of internal control, and consider the findings of this review
- b) Prepare the Annual Governance Statement (Section 1)
- c) Approve the Annual Governance Statement by way of **RESOLUTION**
- d) Consider the Accounting Statements (Section 2)
- e) Approve the Accounting Statements by way of **RESOLUTION**
- f) Ensure that both the Annual Governance Statement and Accounting Statement is signed and dated by the person presiding at the meeting.

### 6. DATE OF NEXT MEETING – 11<sup>th</sup> July 2024