



Cliffe and Cliffe Woods Parish Council

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To all Parish Councillors, you are summoned to attend an extraordinary meeting of Cliffe and Cliffe Woods Parish Council to be held **Thursday 24th June 2021 at the Changing Rooms, Memorial Hall, Church Street, Cliffe at 19:00.**

AGENDA

- 1.0 **Apologies for Absence**
- 2.0 **Declarations of Interest** Disclosable Pecuniary Interests under the Code of Conduct for Parish Councils. *A councillor, who declares a pecuniary interest may not participate in discussion or vote on the matter. If an interest is not declared at the outset of the meeting, it should be disclosed as soon as the interest becomes apparent. Dispensation may be requested in writing to the Clerk (Proper Officer) who under certain circumstances will allow a councillor to speak and vote on the matter.*
- 3.0 **To Consider the Parish Council Response to the Annual Governance and Accountability Returns (AGAR) Part 3 – (the relevant form for the parish council turnover)**

The Annual Internal Audit Review 2020/21 has been completed by the Internal Auditor (appointed by the parish council) and her report has been circulated. She has suggested some areas that should be considered for improvement – most of this has already been actioned by the Clerk (Responsible Finance Officer). The Finance and General Purposes committee (F&GP) will further review this and/or in hand. The document has been circulated to all Parish Councillors and the opportunity to raise any questions has been available individually and at F&GP.

 - a) **Section 1 Annual Governance Statement 2020/21**

If agreed, this is signed by the Clerk (PO) and the Chair of the meeting with a minute reference.
 - b) **Section 2 Accounting Statements 2020/21**

This has been signed by the Clerk (RFO) to certify that for the year ended 31 March 2021 the Accounting Statements in this AGAR have been prepared on a receipts and payments basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

If agreed, it is signed by the Chairman of the meeting with a minute reference.
 - c) **Next Steps**
 - i) The AGAR is submitted to the external auditors (PKF Littlejohn) appointed on our behalf, along with background documentation as required.
 - ii) It will be displayed on our Parish Council noticeboards (x5) for 30-day period which must include the first 10 working days of July (1-14).
 - iii) During this period, any person has the right to inspect and make copies of the AGAR (although it will be available for download on the parish council website), the accounting records for the financial year to which it relates and all 'books' deeds, contracts, bills, vouchers, receipts and other documents for the year ended 31 March 2021 – by appointment with the Clerk (RFO) with reasonable notice. A reasonable charge can be made for the printing of any information (£1 per page)
 - iv) They also have the opportunity (or their representatives) to question the appointed auditor and/or make an objection which concerns a matter in respect of which the appointed auditor could either make a public statement or apply to the court for a declaration that an item of accounts is unlawful.
 - v) When the External Auditor signs and returns the form with or without comment, it is displayed on the noticeboards again and retained in the parish council website.