

Sampford Arundel Parish Council

You are hereby summoned to attend a meeting of the Parish Council to be held on Thursday 27 June 2024 in the Parish Rooms at 7.30 pm. The agenda for the meeting is set out below.

A Kendall

Parish Clerk – Alice Kendall

23 June 2024

1. **Apologies for absence and approve reasons for absence**
2. **Public Forum – matters of report**
3. **Declarations of Interest, pecuniary or otherwise, in any agenda items**
4. **Approve and sign Minutes of the Annual meetings held 14 May 2024** (*attached*)
5. **Chair's Report**
6. **Clerk's Report**
7. **2023-24 Year End Finance** (*all items to follow*)
 - a. Internal Audit Report
 - b. Section 1 – Annual Governance Statement
 - c. Section 2 – Annual Accounting Statements
 - d. 23-24 Notice for Exercise of Public Rights
8. **Finance**
 - a. **Bank reconciliation** (*attached*)
 - b. **To approve payments since the last meeting;**

Chq No	Name	Description	Amount
DD	PWLB	Loan Repayment	£565.63
SO	A Kendall	Salary	£222.08
001025	A Kendall	Q1 Expenses	£105.30

- c. **Receipts since the last meeting;**

Name	Description	Amount
Lloyds	Interest	TBC
HMRC	VAT Refund	£84.68
Somerset Council	Precept	£7,500

- d. **Appointment of Internal Auditor**
Information attached

9. **Matters of report**

10. **Items for Next Agenda**

Next meeting: 7.30pm Tuesday 3 September 2024

Public Forum item notes

a) Matters for report only

b) Questions and Representations from Residents.

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting, other than on Planning Applications, or by special invitation of the PC Chair) to participate before the meeting by asking questions, raising concerns or making representations, regarding Sampford Arundel Parish. No decision can be taken on issues raised unless the matter is already an item on the agenda. As this is not part of the formal meeting minutes will not be produced.

c) County Councillor's report

d) District Councillor's report.

County and District Councillors may give short verbal reports on matters affecting the Parish as this is also not part of the meeting, minutes will not be produced