**Notice of an Extraordinary Full Parish Council Meeting**

**Members of the public and press are invited to attend all Parish Council meetings.**

Dear Councillors,

You are hereby summoned to attend the following meeting:

Meeting: Extra Ordinary Full Parish Council Meeting

Time: 15:30hrs

Date: Thursday 27th June 2024

Venue: Holford & District Village Hall, Holford. TA5 1SD

This meeting is to conduct normal business.

Yours faithfully,

Text, letter

Description automatically generated

Karen Scott

Clerk to Holford Parish Council

20th June 2024

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| Following the convening of the council, there will be an opportunity for members of the public (who are not normally permitted to speak during the meeting except by special invitation of the chairman) to participate before the start of the business part of the meeting, by asking questions, raising concerns or making comments on matters affecting Holford.  No decisions can be taken during this session, but the chairman may decide to refer any matters raised for further consideration at a later meeting.  Please note: Councils cannot lawfully decide items of business that is not specified in the summons/agenda. |

**Notice of an Extraordinary Parish Council Meeting**

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**PARISH COUNCIL MEETING AGENDA**

**Purpose of meeting – To review the Annual Governance and Accountability Return and other financial activities.**

1. To review Annual Accounts as at 31st March 2024.
2. To review budgets as at 31st May 2024.
3. To review income received and invoices paid since 20th May 2024.
4. To approve invoices to be paid.
5. To review Bank Statement as at 31st May 2024 and sign Bank Statement.
6. Certificate of Exemption – To consider whether to complete the certificate of exemption to the External Auditor.
7. Internal Auditor Report – To receive the report from the internal Auditor and consider the recommendations.
8. Annual Governance Statements Section 1 – To consider the questions and respond.
9. Audit and Accounting Statements Section 2 – To consider and agree.
10. Statement of Variance Report – To consider and agree.
11. Electors Rights – to note the dates of the exercise of public rights.
12. Date of next scheduled meeting Monday 15th July 2024.

End of Agenda

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| Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the office know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings.  This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the public.  If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording.  You may not make an oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting. Recording must be clearly visible to anyone at the meeting. |