

BICKLEIGH PARISH COUNCIL

Roborough Recreation Hall, New Road, Roborough, Plymouth PL6 7BD

Office opening hours: Monday & Tuesday 11:00 – 15:00hrs

(other times by appointment)

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23rd June 2019

To members of Bickleigh Parish Council Dear Councillor

You are duly summoned to attend an extra ordinary meeting of Bickleigh Parish Council to be held at **The Percy Hamley Room of Roborough Recreation Hall on Thursday 27th June at 7.30pm.**

Mrs Karenza Heald

Clerk / RFO to the Parish Council

AGENDA

1. (29/19) Elect Chair for the meeting
2. (30/19) Apologies of absence ⁱ
3. (31/19) Public participation
4. (32/19) Approval of the 2018/19 Accounting Statements
5. (33/19) Review of report from the RFO, in respect of the Annual Governance Statement for 2018/19, to be submitted to the External Auditors
6. (34/19) Review of Financial Risk Assessment
7. (35/19) Announcement of Public Rights for Access ⁱⁱ

ⁱ Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meeting as, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.

ⁱⁱ The [Local Audit and Accountability Act 2014](#) and the [Accounts and Audit Regulations 2015](#) require that:

1. The accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested, during a period of 30 working days set by the smaller authority and including the first 10 working days of July.
2. The period referred to in paragraph (1) starts with the day on which the period for the exercise of public rights is treated as having been commenced i.e. the day following the day on which all of the obligations in paragraph (3) below have been fulfilled.
3. The responsible financial officer for a relevant authority must, on behalf of that authority, publish (which must include publication on the authority's website):
 - (a) the Accounting Statements (i.e. Section 2 of either Part 2 or 3, whichever is relevant, of the Annual Governance & Accountability Return (AGAR)), accompanied by:
 - (i) a declaration, signed by that officer to the effect that the status of the Accounting Statements are unaudited and that the Accounting Statements as published may be subject to change;
 - (ii) the Annual Governance Statement (i.e. Section 1 of either Part 2 or Part 3, whichever is relevant, of the AGAR); and
 - (b) a statement that sets out—
 - (i) the period for the exercise of public rights;
 - (ii) details of the manner in which notice should be given of an intention to inspect the accounting records and other documents;
 - (iii) the name and address of the local auditor;
 - (iv) the provisions contained in section 26 (inspection of documents etc.) and section 27 (right to make objections at audit) of the Act, as they have effect in relation to the authority in question;

<https://www.pkf-littlejohn.com/services-limited-assurance-regime-useful-documents-and-links>