



**Cliffsend Parish Council - Cliffsend Village Hall  
Parish Council Meeting - Thursday 14<sup>th</sup> 2015 at 7.30pm**

**Agenda**

- 12/15-16 Welcome and apologies for absence (by existing chair)
- 13/15-16 Declarations of acceptance for new councillors
- 14/15-16 Appointment of a Chairman, Paper Ballot
- 15/15-16 Appointment of a Vice-Chairman, Paper Ballot
- 16/15-16 Declarations of interest
- 17/15-16 Adoption of the minutes of 2<sup>rd</sup> April 2015 as being a true record.
- 18/14-15 Matters arising from the above minutes
- 19/15-16 Appointment of committees and membership
- Planning Working Party
  - Meadow Working Party
  - Neighbourhood Plan Working Party
  - Finance Working Party
  - Finance and General Purpose committee
- 20/15-16 Review of membership to TAG & TRRG.
- 21/15-16 Review of council/employee membership of other bodies
- 22/15-16 Reports F & GP Committee Report  
District Councillors  
Community Warden  
Cllrs Reports
- 23/15-16 Financial Matters
- To authorise items of expenditure since the last meeting.

- Attached to the agenda is the council's Annual Receipts and Payments Account for the year ended 31<sup>st</sup> March 2015. This statement compares final receipts and payments for 2014/2015 against 2013/2014 and also against the budget for 2014/2015. It is a matter of fact but councillors have the opportunity to ask questions.
- Once satisfied, the council has to formally resolve to approve the Audit Commission's Statutory Annual Return and Governance Statement for the year.
- Prior to the formal approval, the Council is required by Council Standing Orders and the Accounts and Audit Regulations 1993 to carry out an annual review of Financial Regulations and a Risk Assessment. Councillors have already reviewed Financial Regulations and the Risk Management Statement 2014/2015 during the year. The Risk Management Statement 2015/2016 will be presented to a future meeting of the council.
- The Council then has to make the formal resolution to approve the Annual Return for the year ended 31<sup>st</sup> March 2015 and the Chairman and Responsible Finance Officer have to sign it. Included with the Return are the bank reconciliation statement and a statement of variances between the previous year 2013/2014 and 2014/2015, both are required by the Accounts and Audit Regulations 2011. All are attached at **Appendix** . Also included is the Final Internal Audit Report with the Audit Plan and findings. Once approved, the Annual Return will be sent to Littlejohn for external audit before the 8<sup>th</sup> June deadline.

24/15-16            Current topics  
                          ARC membership renewal

25/15-16    Clerk's Reports

26/15-16    Correspondence received.

27/15-16    Planning Applications – 3 Foads Lane & land next to 3 Clive Road.

28/15-16    Any other items – no financial or major decisions to be made

29/15-16    Public Questions – no decisions made