

WESTHAM PARISH COUNCIL

Stone Cross School, Adur Drive, Stone Cross East Sussex BN24 5EF
Telephone: 01323 461299 Email: clerk@westhamparishcouncil.org.uk

NOTICE OF MEETING

You are hereby summoned to the Full Council Meeting of Westham Parish Council to be held on Monday 17 June 2024 at 7.00pm at the Amenity Hall, Stone Cross, BN24 5EF

Members are reminded that Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, and any disability), Crime & Disorder, Health & Safety, Human Rights and Biodiversity

signed: ***Susan Sanders*** - Clerk

Dated: 10 June 2024

AGENDA

- 1. Apologies**
- 2. Declarations of Interest** - Disclosure of interests in accordance with the Code of Conduct in relation to items on the agenda and matters that may be raised during the meeting
- 3. Questions from members of the public** - The public will be asked which agenda item they wish to speak on at the beginning of the meeting. If the public wish to speak they will be invited to speak for two minutes (max) at the start of the agenda item rather than at the beginning of the meeting. This will be for any or all agenda items if required
- 4. Draft Minutes of the Annual Full Council Meeting 20 May 2024** to be agreed as a true record and adopted by Council and signed by the Chair of the Council
- 5. ANNUAL RETURN & FINAL ACCOUNTS 2023/2024 FINAL ACCOUNTS DOCUMENTS PREVIOUSLY CIRCULATED FOR RESOLUTION:**
Annual Return – Section 1 – Annual Governance Statement 2023/24 (to be agreed at the meeting)
- 6. Annual Return – Section 2 – Accounting Statements 2023/24**
 - (i) Explanation of Variances in the Accounting Statements
 - (ii) Working Details for the Annual Return for the year ended 31 March 2023/24
 - (iii) Final Internal Audit Report 2023/24
 - (iv) Bank – Cash and Investment Reconciliation as of 31 March 2024
 - (v) Bank Reconciliation Statement as of 31 March 2024 for Cashbook 1
 - (vi) Bank Reconciliation Statement as of 31 March 2024 for Cashbook 2
 - (vii) Bank Reconciliation Statement as of 31 March 2024 for Cashbook 3

- (viii) Bank Reconciliation Statement as of 31 March 2024 for Cashbook 4
- (ix) Supporting Reserves Reconciliation for Annual Return 31 March 2024
- (x) Income and Expenditure Account for the year ended 31 March 2024
- (xi) Detailed Income & Expenditure by Budget Heading 31 March 2024
- (xii) Asset register 2023/24

7. Adoption of Financial Regulations updated June 2024

Financial regulations previously circulated to Councillors

8. Payment of Invoice for completion of Adur Park to be agreed

This item was previously discussed at the May Council Meeting but due to 'snagging' checks agreement for payment was held over to the June Council Meeting.

- (i) Recent incursions into Adur Park

9. To resolve to exclude Members of the Press and Public (Public Bodies [Admission to Meetings] Act 1960