

## **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 remotely on Wednesday, 5 August 2020 at 7.00pm via Zoom video conferencing, when the following business will be considered and transacted. For details as to how to join this meeting, please contact the Clerk.**

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

**Dated:** 30 July 2020

### **AGENDA**

- 1. Apologies**
- 2. Declarations of Interest**
- 3. The public are asked to email questions or comments relating to items on this Agenda to the Clerk**
- 4. Draft Minutes of the Full Council Meeting 16 March 2020 to be agreed**
- 5. ANNUAL RETURN & FINAL ACCOUNTS 2019-2020 – FINAL ACCOUNTS DOCUMENTS AND COPY OF AUDIT FORM PREVIOUSLY CIRCULATED**

#### **FOR RESOLUTION:**

- Annual Return – Section 1 – Annual Governance Statement 2019/20 (to be agreed at the meeting)
  - Annual Return – Section 2 – Accounting Statements 2019/20
  - Explanation of Variances in the Accounting Statements
  - Working Details for the Annual Return for the year ended 31 March 2019/20
  - Annual Internal Audit Report 2019/20
  - Balance Sheet as of 31 March 2020
  - Bank – Cash and Investment Reconciliation as of 31 March 2020
  - Bank Reconciliation Statement as of 31 March 2020 for Cashbook 1
  - Bank Reconciliation Statement as of 31 March 2020 for Cashbook 2
  - Bank Reconciliation Statement as of 31 March 2020 for Cashbook 3
  - Supporting Reserves Reconciliation for Annual Return 31 March 2020
  - Income and Expenditure Account for the year ended 31 March 2020
  - Detailed Income & Expenditure by Budget Heading 31 March 2020
  - Internal Audit Report for year ended 31 March 2020
  - Asset Register 2019 – 2020
- 6. Removal of 'Teen Shed' from Adur Park – Councillors will have been contacted by the Chair of the Council with details of this item**

