

Alverdiscott and Huntshaw Parish Council
Clerk: Alan Matthewman
26 Fairways View, High Bickington EX37 9BZ
01769 560740 07720 301894

Dear Councillors

You are summoned to attend the following meeting:

Annual Parish Council Meeting
Thursday 16th May 2024 at 7.00 pm in
The Village Hall, Alverdiscott

Members of the public are encouraged to attend.

The formal meeting will be convened following the above items:

- 1: To appoint a Chair of the Council for the year 2024-25**
- 2: To appoint a deputy chair of the Council for the year 2024-25**
- 3: To receive consent of both the above to serve as councillors and in the position of officers as agreed above**
- 4: To receive information from District and County Councillors**
- 5: Any other matters raised by the public**
- 6: Apologies for absence – to receive and accept any apologies for absence.**
- 7. Declarations of Interest – to receive any Personal and/or Prejudicial interests from Councillors regarding matters due to be discussed**
- 8: Urgent Matters at the discretion of the Chair**
- 9. Minutes of the Parish Council Meeting held on Thursday 21st March 2024**
- 10: Matters arising from the Minutes of that Parish Council Meeting**
- 11: Finance:**
Receive and approve the final accounts, bank reconciliation and 2024-25 budget statements as provided to, and approved by, the internal auditor. Documents to be released to PFK Littlejohn with Certificate of Exemption.
- 13: To consider and approve the Agar Documentation including:**
 - A) Declaration that the council of Alverdiscott and Huntshaw consider the council to be an exempt council by virtue of the fact that both income and expenditure are less than the current £25000 limit and to instruct the Clerk to forward the certificate, duly signed, to the external auditor PKF Littlejohn**
 - B) To approve the dates for the exercise of public rights**
 - C) To receive and approve the Annual Governance Statement and the Internal Audit Statement as provided by the Auditor and authorise the documents for the exercise of public rights to be posted on the due date.**
- 14. Planning**
To receive and comment on new planning applications and any decisions reached on prior applications since the last meeting

15: Correspondence:

Date of next meeting, 7:30pm, Thursday 18th July 2024 at Huntshaw Hall

Alan Matthewman
Clerk to the Parish Council
10th May 2024