



# WESTHAMPNETT PARISH COUNCIL

Serving Westhampnett, Maudlin and Westerton

Clerk to the Council: Mrs Linda Lanham  
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To All Westhampnett Parish Councillors: Cllr C McLeish (Chairman), Cllr W Holden (Vice-Chairman), Cllr S Burborough, Cllr S James and Cllr C Moth.

**DUE TO THE CORONAVIRUS PANDEMIC THE MEETING WILL BE ONLINE.**  
**(The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020)**

I hereby give notice that an Extraordinary Meeting of Full Council will be held online via Zoom on Thursday 27<sup>th</sup> August 2020 at 7.30pm and you are hereby summoned to attend such meeting.

Full details of how to join the Zoom meeting will be provided by the Parish Clerk to Councillors by email, and any other person wishing to join the meeting should email the Parish Clerk to request these details.

Members of the Press and Public are entitled to attend the meeting and are encouraged to do so.

Yours sincerely, Cllr C McLeish, Chairman

## AGENDA

1	<b><u>OPEN THE MEETING &amp; TAKE APOLOGIES FOR ABSENCE</u></b>	<b><u>CMcL</u></b>
2	<b><u>DISCLOSURE OF INTERESTS:</u></b> To receive from members declarations of Disclosable Pecuniary Interests or Non-Pecuniary Interests, in addition to those listed attached in relation to any items included on the agenda for this meeting, in accordance with Localism Act 2011 s. 29 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.	<b><u>CMcL</u></b>
3	<b><u>PARISH FINANCIAL MATTERS:</u></b> The statutory deadline for return of the annual audit forms to the external auditor is 31st August 2020. 1. <b><u>INTERNAL AUDIT 2019-2020:</u></b> Council should consider its recommendations and approve a plan to complete any actions identified, if needed. 2. <b><u>SECTION 1 - ANNUAL GOVERNANCE STATEMENT 2019/20:</u></b> Council must approve this statement before it is submitted. <b><u>RECOMMENDED:</u></b> That the Annual Governance Statement for year ended 31st March 2020 is approved. 3. <b><u>SECTION 2 - ACCOUNTING STATEMENTS 2019/20:</u></b> Council must approve this statement before it is submitted. <b><u>RECOMMENDED:</u></b> That the Accounting Statements for year ended 31st March 2020 is approved. 4. <b><u>APPROVE INTERNAL AUDITOR FOR 2020/21 AUDIT:</u></b> Continue with local auditor R S Hall & Co. <b><u>RECOMMENDED:</u></b> That R S Hall & Co act as Internal Auditors for this financial year ending 31 <sup>st</sup> March 2021. 5. Any other Business related to the Internal or External Audit.	<b><u>LFL/ ALL</u></b>
4	<b><u>DATE OF NEXT FULL PARISH COUNCIL MEETING: 14th September 2020</u></b>	<b><u>LFL</u></b>
5	<b><u>CLOSE MEETING</u></b>	<b><u>CMcL</u></b>

**END OF AGENDA**