

Clerk: Ms Liz Gander  
Tel: 01444 471898



Parish Council Office  
The Cock Inn  
North Common Road  
Wivelsfield Green  
RH17 7RH

### **To Members of the Parish Council**

You are summoned to attend an Extra-Ordinary meeting of the Parish Council to be held in the **Church Hall, Church Lane**, on Monday 19<sup>th</sup> June 2017 at 8pm.

*Ian Dawson (Chairman)*

### **OPEN FORUM**

Members of the public are invited to put questions to or draw relevant matters to the attention of the Council, prior to the commencement of business. This is for a period of up to fifteen minutes and may be restricted to three minutes per person if necessary.

## **AGENDA**

<b>Agenda Item</b>	<b>Description</b>	<b>Responsibility</b>
<b>1</b>	<b>Apologies for Absence</b>	
<b>2</b>	<b>Declarations of Members' Interests</b>	All councillors
a	To receive declarations of interest from Councillors on items on the agenda	
b	To receive (and grant if appropriate) written requests for dispensations for disclosable pecuniary interests	
<b>3</b>	<b>Financial Matters</b>	Clerk
a	To receive the year end Internal Audit report.	
b	To review the effectiveness of internal audit.	
c	To complete and sign the Annual Governance Statement.	
d	To agree and sign off the accounting statements section of the Annual Return.	
e	To agree additional signatories for the Council's bank accounts.	
<b>4</b>	<b>Items for Noting or Inclusion on Next Agenda</b>	
<b>5</b>	<b>Date of Next Meeting</b> Monday 3 July – Parish Council Meeting	