

Meopham Parish Council

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To all Members of Meopham Parish Council

You are hereby summoned to attend a **VIRTUAL EXTRAORDINARY FULL COUNCIL MEETING** of **MEOPHAM PARISH COUNCIL** on **21st July 2020** at **7.00pm**. Papers have been circulated for items shown by (*)

Yours faithfully

A handwritten signature in blue ink that reads 'Sheila Buchanan'.

Sheila Buchanan
Chairman, Meopham Parish Council
(Issued pursuant to Standing Order 6a)
Date of Issue: 14th July 2020

Members of the Public and Press are welcome to join the Zoom Meeting. You will need to have access to Zoom. Please contact the Clerk by noon on the day of the meeting at clerk@meopham.org for the password for access to the meeting.

A G E N D A

- 1. Apologies for Absence:** - To receive and accept apologies
- 2. Declarations of Members' Interests:** - To receive declarations of pecuniary and non-pecuniary interests
- 3. Year End Accounts and Audit Review 2019-20**
 - 3.1 To approve the accounts for the year ended 31 March 2020. The Chairman of the meeting and the Responsible Financial Officer to sign (*)
 - 3.2 To review the Statement of Internal Control for 2019-20 for approval and signature (*)
 - 3.3 To approve the Annual Governance Statement for 2019-20, Section 1 of the Annual Return for the year ending 31 March 2020. The Chairman of the meeting and the Clerk, as the Responsible Financial Officer, to sign. (*)
 - 3.4 To approve the Accounting Statements for 2019-20, Section 2 of the Annual Return for the year ending 31 March 2020 and the supporting Bank Reconciliation as at 31 March 2020 plus the explanation of the significant variations from last year (2018-19) to this year (2019-20) and the explanation of any difference between Box 7 and Box 8 on Section 2 to be sent to the External Auditor. The Chairman of the meeting to sign. (*)

- 3.5 To approve a virement of £250 from the Planning and Project Committee Festivities budget to the Supporting Meopham budget (*) (to follow)

DISTRIBUTION

Council Members: Cllrs. D Bramer, M Bramer, S Buchanan, (Chairman), S Gofton, S Innes, P. Luxford, J McTavish, M Mulheran, J Ogden (Vice Chairman), A Rose and B Wade

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Bodies Regulations 2014. A copy of the Council's procedure for the recording of meetings is available by request.
