

**LYTHE PARISH COUNCIL  
ANNUAL PARISH COUNCIL MEETING  
MEETING ON MONDAY 13 MAY 2024, COMMENCING AT 18:00, LYTHE VILLAGE HALL**

Recording is allowed at Lythe Parish Council, committee and sub-committee meetings/Lythe Parish Meetings that are open to the public, subject to: (i) the recording being conducted under the direction of the Chairman of the meeting; and (ii) compliance with the Council's protocol on audio/visual recording and photography at meetings. Any person wishing to record a meeting in any format whatsoever is encouraged (but not compelled), to contact the Clerk prior to the start of the meeting. Discussing requirements with the Clerk beforehand will help to ensure that the council provides reasonable facilities to meet the needs of the person that is recording. Any recording must be clearly visible to anyone at the meeting and be non-disruptive. Those who attend a public meeting should expect to be filmed and/or recorded. This includes councillors, council officers and members of the public.

**A G E N D A**

- 1 TO ELECT A CHAIRMAN (LOCAL GOVERNMENT ACT 1972, SECTION 15, PARAGRAPH 2).**
- 2 TO ELECT A VICE CHAIRMAN (LPC POLICY).**
- 3 TO ARRANGE FOR THE SIGNED DECLARATION OF ACCEPTANCE OFFICE FROM THE CHAIRMAN (LOCAL GOVERNMENT ACT 1972, SECTION 83, PARAGRAPH 4 AND VICE CHAIRMAN (LPC POLICY).**
- 4 TO RECEIVE APOLOGIES FOR ABSENCE, INCLUDING APPROVAL BY THE COUNCIL OF THE REASON.**
- 5 TO RECEIVE A SUMMARY OF THE CHAIRMAN'S REPORT FOR THE 2023/24 YEAR.**
- 6 TO CONSIDER AND APPROVE THE ASSET REGISTER AS AT 31 MARCH 2024.**
- 7 TO CONSIDER AND APPROVE ACCOUNTS (INTERNALLY AUDITED) FOR THE 2023/24 YEAR.**
- 8 TO CONFIRM ELECTION OF MRS HEATHER SWAINE AS INTERNAL AUDITOR FOR 2024/5. NB: THE AUDITOR MUST BE COMPETENT TO UNDERTAKE AN EFFECTIVE INTERNAL CONTROL AUDIT TO EVALUATE THE EFFECTIVENESS OF ITS RISK MANAGEMENT, CONTROL AND GOVERNANCE PROCESSES.**
- 9.0 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2023/24 - LOCAL COUNCILS WITH GROSS INCOME OR EXPENDITURE NOT EXCEEDING £25,000.**
- 9.1 To receive and note the Annual Internal Audit Report for 2023/24 of the Annual Governance and Accountability Return 2023/24.
- 9.2 To review and consider the effectiveness on the system of internal control and approve then sign Section 1 - Annual Governance Statement 2023/24 for Lythe Parish Council of the Annual Governance and Accountability Return 2023/24.
- 9.3 To review, consider and approve then sign Section 2 - Accounting Statements 2023/24 for Lythe Parish Council of the Annual Governance and Accountability Return 2023/24.
- 9.4 To resolve, then certify Lythe Parish Council as exempt from external audit for fiscal year 2023/24.
- 9.5 To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.
- 9.6 To confirm the Period of Exercise of Public Rights of 30 days from Monday 3 June 2024.
- 10 PUBLIC QUESTION TIME.**