

**LYTHE PARISH COUNCIL
ANNUAL PARISH COUNCIL MEETING
MEETING ON TUESDAY 2 MAY 2023, COMMENCED AT 18:00, LYTHE VILLAGE HALL**

Recording of meeting: None made.
Public question time: None present.
Present: Councillors J Morris, T Spark (Vice Chairman), L Smith (Chairman), I Suckling. J A Clark (Clerk).
Apologies: Councillor Blackwell
Absent: Councillor Cornforth

ITEM	SUBJECT	ACTION
1.0	TO ELECT A CHAIRMAN (LOCAL GOVERNMENT ACT 1972, SECTION 15, PARAGRAPH 2)	
	RESOLVED to elect Cllr Smith, proposed by Cllr IS, seconded by Cllr TS, all agreed.	Complete
2.0	TO ELECT A VICE CHAIRMAN (LPC POLICY)	
	RESOLVED to elect Cllr Spark, proposed by Cllr LS, seconded by Cllr JM, all agreed.	Complete
3.0	TO ARRANGE FOR THE SIGNED DECLARATION OF ACCEPTANCE OF OFFICE FROM THE CHAIRMAN (LOCAL GOVERNMENT ACT 1972, SECTION 83, PARAGRAPH 4 AND VICE CHAIRMAN (LPC POLICY)	
	Signed Acceptance of Office forms received.	Complete
4.0	TO RECEIVE APOLOGIES FOR ABSENCE, INCLUDING APPROVAL BY THE COUNCIL OF THE REASON	
	Apologies received from Cllr Blackwell, RESOLVED to approve the reason.	Complete
5.0	TO RECEIVE A SUMMARY OF THE CHAIRMAN'S REPORT FOR THE 2022/3 YEAR	
	Report circulated.	Complete
6.0	TO APPROVE THE ASSET REGISTER AS AT 31 MARCH 2023	
	RESOLVED to approve the Asset Register.	Complete
7.0	TO APPROVE ACCOUNTS (INTERNALLY AUDITED) FOR THE 2022/3 YEAR	
	RESOLVED to approve the accounts.	Complete
8.0	TO CONFIRM ELECTION OF INTERNAL AUDITOR FOR 2023/4	
	RESOLVED to appoint Mrs Heather Russell as Internal Auditor.	Complete
9.0	ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2022/3, LOCAL COUNCILS WITH GROSS INCOME OR EXPENDITURE NOT EXCEEDING £25,000 NB: THESE AGENDA ITEMS WERE COVERED IN THE FOLLOWING ORDER 9.3, 9.4, 9.2, 9.1, 9.5.	
9.1	To certify Lythe Parish Council as exempt from external audit for fiscal year 2022/23.	
	RESOLVED to certify Lythe Parish Council as exempt and to send exemption form to the external auditor.	Clerk
9.2	To note the Annual Internal Report 2022/3 included at page 4 of the Annual Governance and Accountability Return 2022/3.	
	RESOLVED to note the report.	Complete
9.3	To approve Section 1 – Annual Governance Statement 2022/3 for Lythe Parish Council on page 5 of the Annual Governance and Accountability Return 2022/3.	
	RESOLVED to approve Section 1 AGAR.	Complete
9.4	To approve Section 2 - Accounting Statements 2022/23 for Lythe Parish Council on page 6 of the Annual Governance and Accountability Return 2022/3.	
	RESOLVED to approve Section 2 AGAR.	Complete
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.	
	RESOLVED to approve the required documents and to arrange for publication on website and/or notice boards.	Clerk
10	PUBLIC QUESTION TIME	
	None present.	
	Meeting closed at 18:19.	