

**LYTHE PARISH COUNCIL
ANNUAL PARISH COUNCIL MEETING
MEETING ON TUESDAY 10 MAY 2022, COMMENCED 18:30, LYTHE VILLAGE HALL**

Recording of meeting: None made.

Public question time: None present.

Present: Councillors S Blackwell, P Cornforth, D Lancaster (Vice Chairman), J Morris, L Smith (Chairman), T Spark, J A Clark (Clerk).

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 DL, seconded by Cllr PC, all agreed.	Complete
2.0	To elect a Vice Chairman (LPC Policy)	
	RESOLVED to elect Cllr Lancaster, proposed by Cllr LS, seconded by Cllr PC, 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 acceptance of office forms and declaration of interest(s) forms from members	
	Signed Acceptance of Office forms received. RESOLVED to send Cllr Suckling a form for completion and return. RESOLVED to email Declaration of Interest(s) forms to Cllrs for completion and return.	Clerk Clerk Cllrs
5.0	To receive apologies for absence, including approval by the Council of the reason	
	Apologies received from Cllr Suckling and the reason approved by the Council.	Complete
6.0	To receive a summary of the Chairman's report for the 2021/2 year	
	Report circulated.	Complete
7.0	To approve the Asset Register as at 31 March 2022	
	RESOLVED to approve the Asset Register.	Complete
8.0	To approve accounts (internally audited) for the 2021/2 year	
	RESOLVED to approve the accounts.	Complete
9.0	To confirm election of Internal Auditor for 2022/3	
	RESOLVED to appoint Mrs Heather Russell as Internal Auditor.	Complete
10.0	Annual Governance and Accountability Return (AGAR) 2021/2, Local Councils with gross income or expenditure not exceeding £25,000 NB: These agenda items were covered in the following order 10.3,10.4, 10.2, 10.1, 10.5.	
10.1	To certify Lythe Parish Council as exempt from external audit for fiscal year 2021/22.	
	RESOLVED to certify Lythe Parish Council as exempt and to send exemption form to the external auditor.	Clerk
10.2	To note the Annual Internal Report 2021/2 included at page 4 of the Annual Governance and Accountability Return 2021/2.	
	RESOLVED to note the report.	Complete
10.3	To approve Section 1 – Annual Governance Statement 2021/2 for Lythe Parish Council on page 5 of the Annual Governance and Accountability Return 2021/2.	
	RESOLVED to approve Section 1 AGAR.	Complete
10.4	To approve Section 2 - Accounting Statements 2021/22 for Lythe Parish Council on page 6 of the Annual Governance and Accountability Return 2021/2.	
	RESOLVED to approve Section 2 AGAR.	Complete
10.5	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
11	Public Question time	
	None present.	
	Meeting closed at 18:53	