

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

**Recording of meeting:** None made.  
**Public question time:** None present.  
**Present:** Councillors S Blackwell, J Morris, L Smith (Chairman from item 2 onwards),  
I Suckling. J A Clark (Clerk)

- 1 TO ELECT A CHAIRMAN (LOCAL GOVERNMENT ACT 1972, SECTION 15, PARAGRAPH 2).**  
After stepping down as Chairman, Cllr LS was unanimously elected as Chairman for the forthcoming year and signed the Declaration of Acceptance of Office.
- 2 TO ELECT A VICE CHAIRMAN (LPC POLICY).**  
Whilst not in attendance, Cllr TS had previously expressed interest in remaining as Vice Chairman prior to the meeting and was unanimously elected as Vice Chairman. **RESOLVED** to complete/obtain a signed Declaration of Acceptance of Office prior to the next meeting.  
Clerk/Cllr TS
- 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)).**  
See agenda items 1 and 2 above.
- 4 NON-ATTENDANCE OF COUNCILLORS**
  - To receive and note apologies from councillors who are unable to attend the meeting.
  - To consider reasons for absence provided by councillors who cannot attend and resolve the council's acceptance of these if felt relevant.Apologies received from Cllrs JB and TS and the reasons approved by the Council.  
Apologies received from Cllr PC post meeting, the reasons will be considered by the Council at the next appropriate meeting and the council's acceptance of these if felt relevant.
- 5 TO RECEIVE A SUMMARY OF THE CHAIRMAN'S REPORT FOR THE 2023/24 YEAR.**  
Cllr LS highlighted the salient points in the report. Complete
- 6 TO CONSIDER AND APPROVE THE ASSET REGISTER AS AT 31 MARCH 2024.**  
**RESOLVED** to approve the Register. Complete
- 7 TO CONSIDER AND APPROVE ACCOUNTS (INTERNALLY AUDITED) FOR THE 2023/24 YEAR.**  
**RESOLVED** to approve the accounts. Complete
- 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.**  
**RESOLVED** to confirm Mrs Heather Swaine as Internal Auditor. Complete
- 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.  
**RESOLVED** to note the report. Complete
- 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.  
**RESOLVED** to approve. Complete
- 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.  
**RESOLVED** to approve. Complete
- 9.4 To resolve, then certify Lythe Parish Council as exempt from external audit for fiscal year 2023/24.  
**RESOLVED** to certify Lythe Parish Council as exempt and to send exemption form to the external auditor. Clerk

- 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
- 9.6 To confirm the Period of Exercise of Public Rights of 30 days from Monday 3 June 2024.  
**RESOLVED** to confirm the period and to publicise on website and/or notice boards. Clerk
- 10 PUBLIC QUESTION TIME.**  
None present.

**Meeting closed at 18:20**

DRAFT