

LYTHE PARISH COUNCIL - ANNUAL PARISH COUNCIL MEETING
MEETING ON MONDAY 12 MAY 2025, COMMENCING AT 18:00, LYTHE VILLAGE HALL

Recording of meeting: None made.
Public question time: None present.
Present: Councillors J Braime, J Hogarth, J Morris, L Smith (Chairman from item 2 onwards), 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. **Complete**
- 2 To elect a Vice Chairman (LPC policy).**
Cllr JB was unanimously elected as Vice Chairman for the forthcoming year and signed the Declaration of Acceptance of Office. **Complete**
- 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 items 1 and 2 above. **Complete**
- 4 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 IS and the reasons approved by the Council. **To note**
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. **Clerk**
- 5 To receive a summary of the Chairman's report for the 2024/25 year.**
Cllr LS highlighted the salient points in the report and agreed to circulate the full report. **Cllr LS**
- 6 To consider and approve the asset register as at 31 March 2025.**
RESOLVED to approve the register. **Complete**
- 7 To consider and approve accounts (internally audited) for the 2024/25 year.**
RESOLVED to approve the accounts. **Complete**
- 8 To confirm election of Mrs H Russell as internal auditor for 2025/6. 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) 2024/25 - local councils with gross income or expenditure not exceeding £25,000.**
- 9.1 To receive and note the Annual Internal Audit Report for 2024/25 of the Annual Governance and Accountability Return 2024/25.**
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 2024/25 for Lythe Parish Council of the Annual Governance and Accountability Return 2024/25.**
RESOLVED to approve. **Complete**
- 9.3 To review, consider and approve then sign Section 2 Accounting Statements 2024/25 for Lythe Parish Council of the Annual Governance and Accountability Return 2024/25.**
RESOLVED to approve. **Complete**
- 9.4 To resolve, then certify Lythe Parish Council as exempt from external audit for fiscal year 2024/25 and sign the Certificate of Exemption.**

RESOLVED to certify Lythe Parish Council as exempt and to send exemption form to the external auditor along with other appropriate document required for the 5% intermediate review. **Clerk**

9.5 To confirm the Period of Exercise of Public Rights of 30 days from Tuesday 3 June 2025.

RESOLVED to confirm the period and to publicise on website and appropriate notice boards. **Clerk**

9.6 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 i.e.

- Certificate of Exemption.
- Annual Internal Audit Report 2024/25.
- Section 1 – Annual Governance Statement 2024/25.
- Section 2 – Accounting Statement 2024/5.
- Analysis of variances.
- Bank reconciliation.
- Notice of the period for the exercise of public rights and other information required by Regulation 15(2), Accounts and Audit Regulations 2015.

RESOLVED to approve the required documents and to arrange for publication on website and appropriate notice boards. **Clerk**

10 **Public question time.**

None present.

Meeting closed at 18:20
