

BROOK PARISH COUNCIL

Cllr Betty
Cllr Mrs Finn
Cllr Mrs Jessop
Cllr Linin
Cllr Medhurst
Cllr Tomkins

The Briars
The Street
Hastingleigh
Ashford Kent
TN25 5HU
01233 750415

Cllr Howard

clerk@brookpc.kentparishes.gov.uk

You are invited to a Meeting of Brook Parish Council held via Skype, on Thursday, 21st May 2020 at 4.00pm
Please contact the Clerk with your Skype details if you wish to join the meeting

AGENDA

1. Election of the Chairman and any Vice-Chairman for the Council year 2020-21
2. Completion of the Declaration of Acceptance of Office Form by Chairman
3. To receive and approve apologies for absence.
4. To receive declarations of interest (Disclosable Pecuniary Interests and Other Significant Interests). The nature as well as the existence of any such interest must be declared.
5. To approve the minutes of the meeting held on 20th April 2020
6. To discuss matters arising from the above minutes not covered by the agenda.
7. Public session: To receive questions and comments from the public on any agenda item.
8. Financial matters:
 - a) To approve the following financial documents:
 - i. To consider the findings of the Review of Effectiveness of the System of Internal Controls
 - ii. To complete the certificate of exemption on the Annual Governance and Accountability Return - To be completed only by smaller authorities where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to certify themselves as exempt from a limited assurance review
 - iii. To receive the end of year accounts
 - iv. To receive the report from the Internal Auditor
 - v. To approve the Annual Governance Statement 2019/20, section 1 of the AGAR for the year ending 31 March 20
 - vi. To consider the Accounting Statements 2019/20 and approve the Accounting Statements 2019/20, section 2 of the AGAR for the year ending 31 March 2020 and the supporting Bank Reconciliation as at 31st March 2020 and the explanation of significant variance from 2018-19 to 2019-20. To ensure the Accounting Statements 2019/20 are signed and dated by the person presiding at the meeting

