

**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 | |