

Little Easton Parish Council

**IAN BROWN**  
Parish Clerk  
& Responsible Financial Officer  
Email: lteastonclerk@gmail.com

**72 ST. EDMUNDS FIELDS**  
**GREAT DUNMOW**  
**ESSEX CM6 2AN**  
Tel: 07913 514 589

All members of the Council are summoned to attend the **ANNUAL COUNCIL MEETING OF LITTLE EASTON PARISH COUNCIL** to be held at the **MEMORIAL HALL** on **09 MAY 2023 AT 6:00PM** for the transaction of the business as set out below.

**AGENDA**

<b>23/021</b>	<b>RECEIVE NOMINATIONS FOR CHAIRMAN, VOTE AND APPOINT CHAIRMAN FOR YEAR 23-24</b> <b>23/021(i) – CHAIRMAN TO SIGN ACCEPTANCE OF OFFICE</b>
<b>23/022</b>	<b>RECEIVE NOMINATIONS FOR VICE CHAIRMAN, VOTE AND APPOINT VICE CHAIRMAN FOR YEAR 2023-24</b> <b>23/022(ii) – VICE CHAIRMAN TO SIGN ACCEPTANCE OF OFFICE</b>
<b>23/023</b>	<b>ALL MEMBERS TO SIGN THEIR ACCEPTANCE OF OFFICE, RECEIVE A DECLARATION OF INTEREST FORM AND NIL ELECTION EXPENSES FORM</b>
<b>23/024</b>	<b>APPOINT REPRESENTATION, PROPOSED LIST FOLLOWS:</b> <b>WAR MEMORIAL –</b> <b>MEMORIAL HALL –</b> <b>PLAY AREA –</b> <b>GARDENS OF EASTON LODGE –</b> <b>COMMUNITY ACTIVITIES –</b> <b>HIGHWOODS QUARRY –</b> <b>PARISH MAINTENANCE -</b>
<b>23/025</b>	<b>APPROVE THE MINUTES OF THE PC MEETING HELD ON 19 APRIL 2023</b>
<b>23/026</b>	<b>FINANCE – RECEIVE APRIL CLOSE AND MAY OPENING STATEMENTS &amp; AGREE PAYMENTS – STATEMENTS CIRCULATED</b> <b>23/026(i) – RECEIVE AND NOTE INTERNAL AUDIT REPORT</b> <b>23/026(ii) – COMPLETE AND SIGN ANNUAL GOVERNANCE STATEMENT</b> <b>23/026(iii) – CONFIRM ASSET REGISTER REVIEW</b> <b>23/026(iv) – RECEIVE AND SIGN ANNUAL ACCOUNTING STATEMENT</b> <b>CLERK to SUBMIT AGAR 2022-2023 TO EXTERNAL AUDITOR</b>
<b>23/027</b>	<b>ITEMS OF REPORT OR FOR INCLUSION ON NEXT AGENDA</b>
<b>23/028</b>	<b>DATE OF NEXT MEETING(S) – WEDNESDAY 31 MAY – 7pm - CLOSE</b>

Ian Brown Parish Clerk & Responsible Financial Officer – Ian Brown

Dated 02 May 2023

*Public and Press are duly invited to attend and observe this meeting*