INGESTRE WITH TIXALL PARISH COUNCIL

 **29 The Crescent**

 **Stafford, ST16 1ED**

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29 May 2024

**To:** **All Council Members**

Number of Councillors to make quorum = 3

**An extraordinary meeting of the Council will be held on Wednesday, 12 June 2024 commencing at 7.30pm, when you are summoned to attend. The purpose of the meeting will be to review and approve the documents for the end of year (2023/24) Audit for submission to the External Auditor.**

**This meeting will take place in Tixall Village Hall**

**Jill Davies, Clerk/Responsible Financial Officer**

**AGENDA**

**1. To receive Apologies**

**2. Annual Governance and Accountability Return 2023/24 – details to be provided by Clerk**

**a.** To receive, review confirmation of completion of Internal Audit 2023/24 and to agree any actions.

**b.** To complete and approve the Annual Governance statement.

**c.** To receive Bank Reconciliation as at 31.3.2024.

**d.** To approve and sign the Accounting statements.

**e.** To approve approach to be taken in the event of errors in the AGAR found by Mazars (External Auditors).

**f.** To note and approve Period of Public Rights.

**g.**To receive invoice for Internal Audit and to approve payment.