

Hopton-on-sea Parish Council

NOTICE OF EXTRAORDINARY PARISH COUNCIL MEETING

Date: 19th May 2025

Time: 7.30pm Village Hall, Station Road, Hopton-on-sea NR31 9BE

Jan Windsor-Luck

Chairman. Dated 14th May 2025

AGENDA

1.

- To review the Annual Governance and Accountability Return (AGAR) for Financial year 2024/2025.
- To discuss approval of the completed AGAR
- To review and approve all sections of the completed AGAR and sign the AGAR before submitting to the External Auditors

2. **Annual Governance Statement (Section 1):**

- To review the Annual Governance Statement (Section 1) to ensure it accurately reflects our internal controls
- To discuss any 'No' responses to the assertions and the actions taken.

Accounting Statements (Section 2):

- The Accounting Statements (Section 2) to be presented and discussed for approval
- To verify the accuracy of the figures and ensure that they are in accordance with our accounting approach

3.Actions and Resolutions:

- To vote to approve the AGAR as presented
- The Chair and Clerk to sign the completed AGAR
- To review and agree the commencement date for the exercise of public rights
- To agree that the AGAR is ready to be submitted to the External Auditor by the deadline

4. Meeting Minutes

- Minutes of this meeting will be recorded and distributed