

# **BOUGHTON PARISH COUNCIL**

## **MEETING**

Particularly related to 2010/11 Year End Accounting matters and preparation for Internal Audit  
For urgent matters only – prior to Annual Parish Meeting at 7.30pm

## **PUBLIC NOTICE AND SUMMONS TO COUNCILLORS TO ATTEND**

Issued Monday 21/04/2011

**Monday 11<sup>th</sup> April 2011 at 6.30pm in the Village Hall, Boughton**

Public and Press are welcome to attend

## **AGENDA**

<u>Minute Ref</u>	<u>Subject</u>
546	Record Attendance, Apologies, Absence
547	Hold a Public Session for urgent matters only
548	Record any Declarations of Interest on subjects included on this agenda
549	Agree minutes of last meeting (14 <sup>th</sup> March 2011)
550	Review any urgent matters arising from minutes of last meeting, not covered by this agenda
551	Agree list of correspondence/items received/sent since last meeting; progress any urgent matters
552	Agree Policies/Governing Instruments (particularly including Effectiveness of Internal Control)

### **PLANNING:**

553 Progress urgent matters only (None at time of publishing this agenda)

### **FINANCE:**

554 Agree a Financial Statement / Bank Reconciliation as at 31/3/2011  
555 Agree a Year End Account Statement for 2010/11  
556 Agree an Asset Register as at 31/3/2011  
557 Agree a Risk Assessment Statement as at 31/3/2011  
558 Agree an External Audit Annual Return for 2010/11  
559 Approve payments shown on Financial Statement and sign cheques (including any late invoices):

### **HIGHWAYS:**

560 Progress urgent matters only (None at time of publishing this agenda)

### **ENVIRONMENT:**

561 Progress urgent matters only (None at time of publishing this agenda)

### **OTHER MATTERS:**

562 Receive any urgent matters for report only  
563 Prepare for the Annual Parish Meeting being held at 7.30pm  
564 Confirm next/future meetings:  
11/04/2011 7.30pm - Annual 'Parish' Meeting (Not a Parish Council Meeting)  
09/05/2011 7.30pm - Annual 'Parish Council' Meeting  
565 Close meeting

### **Attachments for Councillors:**

1. Financial Statement/Bank Rec. as at 31/3/2011
2. List of correspondence since last meeting
3. Asset Register as at 31/3/2011
4. Risk Assessment as at 31/3/2011
5. Year End Account Statement as at 31/3/2011

### **Documents available at meeting:**

1. Audit Annual Return as at 31/3/2011
2. Accounts file (Including Receipts and Payments)
3. Planning/Maintenance/Consultation/Outstanding Status Reports
4. Policies and Governing Instruments file