

**CROSBY RAVENSWORTH PARISH COUNCIL – WORKING FOR THE COMMUNITY**

Clerk to the Council: Christian Barnes, West House, Tenter Row, Crosby Ravensworth, Penrith,  
Cumbria, CA10 3HY. t. 07584 251 448, e. [clerk@crobyravensworthparish.org.uk](mailto:clerk@crobyravensworthparish.org.uk),  
w. [www.crobyravensworthparish.org.uk](http://www.crobyravensworthparish.org.uk).

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Date: Tuesday, 27 April 2021

Dear Councillor,

You are hereby summoned to attend the Annual Meeting of Crosby Ravensworth Parish Council on-line on the 6<sup>th</sup> May 2021. Following the Annual (Elector's) Meeting which begins at 7:30pm

Join Zoom Meeting:

<https://us02web.zoom.us/j/82039541222?pwd=QmRLTWhtaEZFMnhJOEVsNnNMSlByZz09>

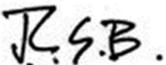
Meeting ID: 820 3954 1222

Passcode: 124735

The business to be transacted is:

**AGENDA**

- 1 **Welcome and Apologies**
- 2 **Chairman** To elect a Chairman for the coming year.
- 3 **Acceptance of Office** The Chairman to be authorised to sign the 'Declaration of Acceptance of Office'.
- 4 **Vice-Chairman** To elect a Vice-Chairman for the coming year.
- 5 **Clerk/RFO** To approve and confirm the continuing appointment of Christian Barnes as Clerk and Responsible Financial Officer.
- 6 **Internal Auditor** To approve and confirm the appointment of Rachael Little as Internal auditor in 2021 - 22.
- 7 **Inspection of Bank Reconciliations** To appoint a councillor to inspect the bank reconciliations on a quarterly basis in line with financial regulation (2.2).
- 8 **Calendar of Future Meetings** To agree a calendar of future meeting dates as published on the Parish Council's website. Usually the first Monday of the month.
- 9 **Review of Appointments** To nominate councillors or parishioners to represent the council on external bodies as follows:
  1. Crosby Ravensworth Village Hall



Christian Barnes, Clerk. (Page 1.)

*Please Note | Correspondence regarding any item on the agenda to be considered at the meeting must be received before 12:00 noon the previous Friday or otherwise be presented in person at the meeting. Councillors may decide not to consider items of correspondence received after this deadline.*

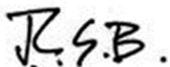
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2. Maulds Meaburn Village Institute
- 10 **Internal Auditor** To receive, consider and approve
1. The internal auditor's report to 31 March 2021 (attached)
  2. Internal auditor's certificate (AGAR) (attached)
- 11 **Statement of Variances** To note the explanations provided where required and approve the statement of variances for publication. (attached)
- 12 **Certificate of Exemption** To authorise the Chairman and Clerk to add wet signatures & minute references to the 'Certificate of Exemption from Audit' AGAR (Part 2) (attached).
- 13 **Annual Governance and Accountability Return** To authorise the addition of wet signatures & minute references and approve for publication the Annual Governance Statement. (attached)
- 14 **Annual Governance and Accountability Return** To note the RFO's signature prior to authorising the addition of the Chairman's wet signature & minute references and approve for publication the Annual Accounting Statement. (attached)
- 15 **Public Rights** To authorise the Clerk to publish the Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015. (attached)

<ends>



Christian Barnes, Clerk. (Page 2.)

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