Date: Wednesday 27th April 2022

Dear Councillor,

You are hereby summoned to attend the Annual Meeting of Crosby Ravensworth Parish Council at Crosby Ravensworth Village Hall on Mon 9th May 22, which will follow Annual (Elector’s) Meeting which begins at 7:30pm

The business to be transacted is:

**AGENDA**

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| 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 Jayne Mitchell as Clerk and Responsible Financial Officer. |
| 6 | **Internal Auditor** | To approve and confirm the appointment of Rachael Little as Internal auditor in 2022-2023. |
| 7 | **Inspection of Bank Reconciliations** | To appoint a councillor to inspect the bank reconciliations on a quarterly basis in line with financial regulation. |
| 8 | **Calendar of Future**  **Meetings** | To agree a calendar of future meeting dates as published on the Parish Council’s website:  9 May 22 | 13 Jun 22 | 1 Aug 22 | 5 Sep 22 | 3 Oct 22 | 7 Nov 22 | 5 Dec 22 | 9 Jan 23 | 6 Feb 23 | 6 Mar 23 | 17 Apr 23 |
| 9 | **Review of Appointments** | To nominate councillors or parishioners to represent the council on external bodies as follows:   1. Crosby Ravensworth Village Hall 2. Maulds Meaburn Village Institute |
| 10 | **Internal Auditor** | To receive, consider and approve   1. The internal auditor’s report to 31 March 2022   [Internal Auditors report](https://crosbyravensworthparish.org.uk/wp-content/uploads/2022/04/CRPC-Internal-Audit-Report-to-31st-March-2022.pdf)   1. [Internal Auditors Certificate (AGAR)](https://crosbyravensworthparish.org.uk/wp-content/uploads/2022/04/AGAR-Annual-Internal-Audit-Report-21-22.pdf) |
| 11 | **4th Quarter and Full Year Accounts** | 4th Quarter Schedule of Payments and Receipts + bank reconciliations.  [4th Quarter Payments and Receipts 1 Jan 22 - 31 Mar 22](https://crosbyravensworthparish.org.uk/wp-content/uploads/2022/04/4th-Quarter-Schedule-of-Payments-and-Receipts-1-Jan-22-31-Mar-22.xlsx)  Full Year Accounts  [Full Year Accounts Payments and Receipts Apr 21 - Mar 22](https://crosbyravensworthparish.org.uk/wp-content/uploads/2022/04/Full-Year-Accounts-21-22.xlsx) |
| 12 | **Statement of Variances** | To note the explanations provided where required and approve the statement of variances for publication. [Explanation of Variances](https://crosbyravensworthparish.org.uk/wp-content/uploads/2022/04/2021-2022-Explanation-of-variances-CRPC.xls) |
| 13 | **Certificate of Exemption** | To authorise the Chairman and Clerk to add wet signatures & minute references to the [AGAR Certificate of Exemption 21 22 Part 2](https://crosbyravensworthparish.org.uk/wp-content/uploads/2022/04/AGAR-certificate-of-exemption-21-22.png) |
| 14 | **Annual Governance and Accountability Return** | To authorise the addition of wet signatures & minute references and approve for publication the [Annual Governance Statement AGAR 21 22](https://crosbyravensworthparish.org.uk/wp-content/uploads/2022/04/Annual-Governance-Statement-21-22.png) |
| 15 | **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 [AGAR Annual Accounting Statement](https://crosbyravensworthparish.org.uk/wp-content/uploads/2022/04/AGAR-Accounting-Statements-21-22.png) |
| 16 | **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.  [Notice of Public Rights and Publication of Annual Governance and Accountability Return 2021 2022](https://crosbyravensworthparish.org.uk/wp-content/uploads/2022/04/Notice-of-Public-Rights-and-Publication-of-Annual-Governance-and-Accountability-Return-2021-2022.docx) |
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