Kingston Parish Council

(www.kingston-pc.org.uk)

Dear Councillor,

You are summoned to attend a Meeting of the Parish Council to be held on

**Tuesday 14 June 2022 at 7.00 pm at Kingston Pavilion**

*The meeting is open to the press and public unless the council do otherwise resolve to enter private session where members of the press and public are excluded.*

**A Beams**

Andy Beams, Locum Clerk to Kingston Parish Council 8 June 2022

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| **1.** | **Public Questions:**  A period not exceeding 20 minutes is available for the public to express a view or ask a  question on relevant matters on the following agenda. |
| **2.** | **MEETING ATTENDANCE:**  To note those present and absent and to consider the acceptance of any apologies |
| **3.** | **DECLARATION OF INTERESTS**:  To receive any declaration of personal and/or prejudicial interest from member regarding items  on the agenda |
| **4.** | * **MINUTES OF PREVIOUS MEETING:**   To approve and sign the minutes of the Kingston Parish Council Meeting held on  11 May 2022. |
| **5.** | **YEAR END FINANCES**   1. To note the Annual Internal Audit Report (to be completed 10 June 2022) and consider the findings before completion of the Annual Governance Statement 2. To approve Section 1 - Annual Governance Statement 2021/22 and authorise the Chairman and Locum Clerk to sign on behalf of the council 3. To approve Section2 – Accounting Statements 2021/22 and to authorise the Chairman to sign on behalf of the council 4. To note the dates for the Exercise of Public Rights for the year ended 31 March 2022 as Monday 20 June to Friday 29 July 2022 inclusive   **RESOLVE:**  To note and approve AGAR requirements as outlined above |
| **6.** | **OTHER FINANCIAL MATTERS**   1. To review the VAT return for the period 1 January to 31 March 2022 inclusive and authorise the Locum Clerk to submit the return 2. To consider the recommendation of the Locum Clerk to change the accounting system from VT accounts to the Rialtas Business Solutions (RBS) accounting package 3. To confirm current arrangements for payment of invoices and agree a method for these to be paid in a timely manner   **RESOLVE:**  To agree the matters outlined above. |
| **7.** | **IT ISSUES**  To consider the verbal update from the Locum Clerk and agree any action and associated costs  **RESOLVE:**  To agree a solution to the ongoing IT issues |
| **8.** | **OTHER ITEMS FOR INFORMATION AND/OR ADDITION TO NEXT AGENDA**  To discuss any matters for information and agree any agenda items for the next meeting. |
| **9.** | **DATE OF NEXT MEETING:**  To note the date of the next meeting of Kingston Parish Council as Wednesday 13 July 2022 |
|  | **CLOSE OF MEETING** |