

CARLTON SCROOP AND NORMANTON ON CLIFFE PARISH COUNCIL

Dear Councillor,

I hereby give you notice that an **Extraordinary Meeting of Carlton Scroop and Normanton on Cliffe Parish Council** will be held on Monday 27 February 2023 at 7.30pm at Carlton Scroop and Normanton on Cliffe Village Hall. All members of the Parish Council are summoned to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Public Forum: There will not be a public forum preceding the meeting. Members of the public may attend the meeting but may only participate if invited to do so by the Chair.



N Gascoigne, Clerk & RFO

Date: 22 February 2023

	Item	Lead	Expected Duration
1.	Welcome	Chair	1 min
2.	Apologies for Absence	Chair	1 min
2.1	To receive apologies for absence and to resolve to accept reasons given.		
3.	Declarations of Interest	Chair	1 min
3.1	To receive declarations of pecuniary interest in relation to agenda items and to consider requests for dispensations in accordance with the Localism Act 2011.		
4.	Annual Return	Chair	30 mins
4.1	To ratify the appointment of Tracey Broughton as Internal Auditor		
4.2	To consider the Internal Audit Report for 2021/22.		
4.3	To resolve to approve the Annual Governance Statement and to sign and date Section 1 of the Annual Return.		
4.4	To resolve to approve the Accounting Statement for 2021/22 and to sign and date section 2 of the Annual Return.		
4.5	To resolve to declare exemption from External Audit and to sign and date the Certificate of Exemption.		
5.	Defibrillator Cabinet	Cllr Worrell	5 mins
5.1	To approve the purchase of a replacement defibrillator cabinet at £500 and fitting costs of up to £80.		
6.	Community Hub	Chair	5 mins
6.1	To receive an update on the Community Hub		
7.	Dates of Future Meetings	All	1 Min
7.1	20 March 2023 15 May 2023 (Annual Meeting of Council also Annual Parish Meeting). 31 July 2023 25 September 2023		