



Minutes of an Extra Ordinary Meeting of Hildale Parish Council

Thursday 8th June; 4.30pm at Hildale Village Hall

Present: Cllr G Ward (Chairman), Cllr S Ashcroft (Vice Chairman) Cllr I Bell & Trish Grimshaw (Parish Clerk)

1. **Apologies for Absence** – Cllr D Whittington
2. **Declarations of Interest and Dispensations**
 - a. **To receive declarations of interest from Councillors in relation to items on the agenda**
 - b. **To receive written requests for dispensations for disclosable pecuniary interests**
 - c. **To grant any requests for dispensation as appropriate**None

3. To approve the AGAR timetable

It was resolved to approve the AGAR timetable (previously distributed) as follows:

Timetable for 2022/23 AGAR completion, approval, and submission is:

Between 01/04/23 and 30/06/23 (completed) 2022/23 Accounting Statements prepared and signed by Clerk/RFO. Documentation to internal audit, to include draft/unapproved Annual Return documentation and draft 2023 Accounting Statements.

08/06/23 (EO Meeting): Approval of Internal Auditors report; Annual Governance Statement (Section 1) to be approved, Accounting Statements (Section 2) to be approved. Following approval, the Chairman and Clerk of the meeting sign the Annual Governance Statement and the Chairman signs the Accounting Statements.

Before 01/07/23 HPC publishes on website:

- a) the Annual Internal Audit Report (recommended but not mandatory);
- b) the Annual Governance Statement;
- c) the Accounting Statements;
- d) a declaration that the accounts are as yet unaudited;
- e) details of the arrangements for the exercise of public rights;
- f) the name and address of the External Auditor. 12/06/23 to 21/07/23: Public rights 30 working days. Notices and documents on HPC noticeboards.

Between 30/04/23 and 30/06/23 HPC sends to the PKF Littlejohn (External Auditor):

- a) the Annual Internal HILLDALE PARISH COUNCIL Page 4 of 7 Audit Report;

