

Pleasley Parish Council

Ian Weekes
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9th June 2025

Dear Councillor

You are summoned to attend a meeting of Pleasley Parish Council to be held at **7.00pm on Monday 16th June 2025 held at The Verney, 13 Newboundmill Lane, Pleasley, Mansfield NG19 7PL.**

Prior to this meeting all councillors are invited to attend a Finance Working Group meeting to discuss of the 2024/25 Accounts at 6.30pm.

Please advise me if you are unable to attend.

The names of those councillors present at a meeting of the council must be recorded and included in the minutes of the meeting (paragraph 40 of schedule 12 to the 1972 Act). For ease of reference, the minutes should also record the names of those councillors who are absent from a meeting.

Copies of the previous minutes are enclosed.

Yours sincerely

A handwritten signature in black ink, appearing to read 'I Weekes', is located below the 'Yours sincerely' text.

Ian Weekes

Clerk to Pleasley Parish Council

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AGENDA - 16th JUNE 2025

PART 1- NON-CONFIDENTIAL INFORMATION

- 1 To receive apologies for absence.
- 2 Declaration of Members Interest.

To enable members to declare the existence and nature of any Disclosable Pecuniary Interest and Non-Statutory Interest as defined by the Members Code of Conduct in respect of:

- a) Declaration of Members Interest with regard to any business on the agenda,
- b) Declaration of Members Interest with regard to any urgent additional items to be considered,
- c) Declaration of Members Interest with regard to any matters arising out of those items and if appropriate, withdraw from the meeting at the relevant time. Interests that become apparent at a later stage in the proceedings may be declared at the time.

3. Public speaking.

A period of not more than 15 minutes will be made available for members of the public and Members of the Council to comment on business on the agenda.

- (1) The Clerk presents the accounts and the documents to Councillors for approval and discussion with the following actions to be undertaken by councillors;

Note that the authority must approve Section 1 of Annual Governance Statement before approving Section 2 Accounting Statements and both must be approved and published on the authority website/webpage before 1 July 2025.

- i. To consider the Annual Internal Audit report, of the Annual Return for Smaller Authorities in England, for the financial year ended 31 March 2025.
- ii. To approve the Annual Governance Statement (Section 1), of the Annual Return for Smaller Authorities in England, for the financial year ended 31 March 2025. Councillors to discuss and approve.
- iii. To approve the Accounting Statements (Section 2), of the Annual Return for Smaller Authorities in England, for the financial year ended 31 March 2025. Councillors to discuss and approve.
- iv. To review the Bank Reconciliation Statement and Explanation-of-Variance analysis as of 31 March 2025. Councillor to discuss and approve.
- v. Following the approval of the above documents at today's meeting Monday 16th June 2025 the NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN for ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025 will be published on Pleasley Parish Council's website and public notice boards on Tuesday 17th June 2025. Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates to. The Public rights period will commence on Wednesday 18th June 2025 – Monday 28th July 2025 (includes the first 10 working days of July 2025 and the period is 30 working days in total).