

EAST WITTON PARISH COUNCIL

Sarah Sayer - Clerk to the Council, Meadow Lea, Hillfoot, Harmby, Leyburn, DL8 5PH



Distribution:

Mrs M Fawbert	Chair	Our Ref:	AG - 13/05/19
Mrs M de Vaal	Vice Chair		
Mr R Wells	Councillor		
Mrs C Dent	Councillor		
Mr A Fullerton	Councillor		07 May 2019
Cllr S Fairhurst	District Councillor		
Ms C Whitbred	Elizabeth Barnett Parish Representative		

East Witton Notice Board

Dear Sir/Madam

PARISH COUNCIL MEETING

1. The next meeting of the East Witton Parish Council will be held in the Parish Room on **Monday 13 May 2019**. It will follow the Annual Meeting of the Council which commences at 7.30pm.
2. The Agendas for the evening will be as follows:

Annual Meeting

- | | |
|--------|---|
| Item 1 | Introduction and apologies |
| Item 2 | Minutes of the last meeting held on 23 May 2018 |
| Item 3 | Chairman's report |
| Item 4 | Report from the Elizabeth Barnett Trust |
| Item 5 | Consider and agree that the PC meet the criteria to issue an exemption form (see Note on Pg.2 of this letter) |
| Item 6 | Consider and approve the Annual Governance Statement |
| Item 7 | Consider and approve the Accounting Statement 2018/19 |
| Item 8 | Appointment of YLCA Representative. |
| Item 9 | Any other business |

Parish Council Meeting

- | | |
|---------|---|
| Item 1 | Introduction and apologies |
| Item 2 | Re-election of Members |
| Item 3 | Public Questions |
| Item 4 | Minutes of the last meeting held on 13 March 2019 |
| Item 5 | Matters arising from the minutes |
| Item 6 | Correspondence |
| Item 7 | Planning |
| Item 8 | Accounts |
| Item 9 | Any Other Business |
| Item 10 | Date of Next Meeting |

Yours faithfully

Miss Sarah Sayer
Clerk to East Witton Parish Council

Tel: 01969 624804

sarahloissayer@btinternet.com

Note:

Councils that are exempt from having an audit, ie those with gross budgeted income or expenditure (whichever is the higher) of less than £25,000 per annum, must complete an exemption form (on the PKF Littlejohn website). Remember that a council has to declare itself exempt so that cannot be done until the council is clear that it does fall into that category. As it is the council that must make the declaration, clerks are to ensure that there is an item on the next meeting agenda to resolve (agree) the exemption and complete the exemption form.