

**SUTTON HEATH PARISH COUNCIL**

**Parish Council Meeting - Tuesday 13 June 2023**

**at 7pm in the Community Room, Barnsdale Centre, Sutton Heath**

**Parish Councillors are summoned to attend a meeting of the Parish Council as detailed above**

**Victoria Daly**

**Parish Clerk**

**A G E N D A**

1. To receive apologies for absence
2. To receive Declarations of Interest in respect of Agenda items
3. To approve the draft minutes of meeting held on 15th May 2023
4. To discuss internal audit report provided by Heelis and Lodge

4.1 Proper book-keeping

4.2 Financial Regulations

4.3Risk Assessment of GDPR

4.4 Review of Internal Control

4.5 Review of Risk Assessments

4.6 Transparency Code of Conduct

4.7 Budgetary Controls

4.8 Income Controls

4.9Petty Cash

4.10 Asset Control

4.11 Bank Reconciliation

4.12 Reserves

4.13 Year end Procedures

4.14 Internal Audit Procedures

4.15 External Audit

1. To complete and sign AGAR.
2. To agree the new date of the AGM (15 May 2023)
3. To consider any planning applications received
4. To receive public questions
5. To consider correspondence received by Parish Clerk
6. To discuss AOB (for info only – any decisions to go on Agenda for next meeting)
7. To agree the date of next meeting