

Annual Meeting of Hovingham with Scackleton Parish Council

I hereby give notice that the above meeting will be held on

Wednesday 26th May 2020 commencing at **7^{pm}** at **Hovingham Village Hall**

All Members of the council are hereby summoned to respond by email for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

Serena Farrow. Clerk

Dated this Wednesday 19th May 2021

Following Government COVID Guidance a Physical Meeting can be safely held with all attendees complying with the current guidance

AGENDA

COVID Guidance to All

Please note due to the current Covid-19 Pandemic all attending the meeting will be required to:

- Please use hand sanitiser, wear a face covering, provide contact details if requested
- Use the chairs provided being 1-2m apart
- Please do not attend the meeting if you or any member of your household display symptoms of Covid -19.

Election of Chairman

Election of Vice-Chairman

Minutes of Annual Meeting, Meeting of 13th May 2020

Appointment of representatives to external organisations

Presentation of Annual Accounts

- a) Certificate of Exemption
- b) Annual Internal Audit 2020/21
- c) Annual Governance Statement
- d) Accounting Statements 2020/21
- e) Publication of Documents

Bank Account;

- a) Change contact address
- b) Change cheque signatures; add Serena, remove Sue
- c) Enable Internet Banking; authorisation via emails

Appointment of an Internal Auditor – Propose Mrs Jan Vowles

Appointment of a Responsible Financial Officer – Propose Mr Mark Wilson

Date of the next Annual meeting

May 2022 tba

To be followed by normal Parish Council Meeting