

Notice is given that the Annual Meeting of East Lavington Parish Council will be held on Monday 20<sup>th</sup> May 2024 following the Annual Parish Meeting (starts 6.15pm) in The 6<sup>th</sup> Form Café, Hollington Centre, Seaford College  
EAST LAVINGTON RESIDENTS & PRESS ARE WELCOME AND HAVE A RIGHT TO ATTEND

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## AGENDA

1. To Elect a Chairman for 2024-2025
2. To receive the Chairman's Declaration of Acceptance of Office
3. To Elect a Vice Chairman for 2024-25
4. To receive the Vice Chairman's Declaration of Acceptance of Office
5. All councillors take office and sign Declaration of Acceptance of Office
  - 5.1. Roles and responsibilities of Councillors
6. Apologies
7. Declarations of Interests
8. Minutes
  - 8.1. To agree and sign the minutes of the meetings held on 18<sup>th</sup> March 2024
  - 8.2. Review of Action points from the meeting on 18<sup>th</sup> March 2024
9. Visitors' Questions
10. Planning Issues: New / Recent / Ongoing
11. Finance
  - 11.1. Approval of Accounts for the Year Ending 31<sup>st</sup> March 2024
  - 11.2. Approval of Accounts from 1<sup>st</sup> April 2024 to Date.
    - 11.2.1. Approval of Payments and income.
  - 11.3. Approval of Annual Return for the Year 2023-2024
    - 11.3.1. Review of the effectiveness of internal control.
      - 11.3.1.1. Annual Internal Audit Report
    - 11.3.2. Approve the annual Governance Statement
    - 11.3.3. Consider and approve the Accounting Statements. Sign and Date.
    - 11.3.4. Set date for the commencement of the exercise of public rights.
    - 11.3.5. Sign and date Certificate of exemption.
  - 11.4. Other financial issues
    - 11.4.1. CIL Funding request
12. Correspondence & Invitations received since the last meeting.
15. Reports re: attendance at meetings, courses and/or seminars since last meeting.
16. Parish Matters
17. Date of next Meeting (Monday 15<sup>th</sup> July 2024)

**Please ring or email Amy Harte for instructions on how to attend if necessary Tel: 07889979820 or [eastlavingtonpc@gmail.com](mailto:eastlavingtonpc@gmail.com)**