**Kelbrook and Sough Parish Council**

Chairman: Sharon Ashley

Locum Clerk: Carole Singleton

Email: clerk@kelbrookandsoughparishcouncil.org.uk

Website: [www.kelbrookandsoughparishcouncil.org.uk](http://www.kelbrookandsoughparishcouncil.org.uk)

**SUMMONS to an extra-ordinary meeting of Kelbrook and Sough Parish Council to be held on Monday the 24th of July at 7pm in the Annex, Kelbrook and Sough Village Hall.**

You are summoned to attend a meeting of the Parish Council, on the above date and time. If you are unable to attend, it is important that your apologies and reason is passed to the Chair prior to the meeting.

**AGENDA**

1. **Welcome**

 The Chairperson Cllr. Ashley welcomes all to the meeting.

1. **Attendance, Apologies and Non-Attendance**

 To record, accept or otherwise, attendance, apologies for absence and non-attendance.

1. **Declarations of Interest/s**

 Members are reminded of the legal requirements concerning the declaration of interests:

A Member must declare a disclosable pecuniary interest which he/she has in any item on the agenda. A Member with a disclosable pecuniary interest in any item may not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting. In addition, it is suggested that a Member with a disclosable pecuniary interest leave the room where the meeting is held while any discussion or voting takes place.

1. **AGAR 2021/2022**

To make arrangements to complete the actions as stated in the letter received from the external auditors.

1. **AGAR 2022/2023**

To discuss and complete the agar documents and make the necessary arrangements to publish the document.

 Also to discuss arrangements to complete and submit to the external auditor within the timescale agreed.

1. **Reserves Budget**

To agree final budget and make arrangements for payments.

1. **Clerk** – Discuss changes to job description as recommended by internal auditor.