

**Dear Councillor**

**March 26th 2025**

**You are summoned to attend the meeting of Little Ribston Parish Council, to be held on **Wednesday 1<sup>st</sup> April 2025 at 7pm at St Helen's Church**  
*Melanie Spencer (clerk)***

## **AGENDA**

- 1 To consider any apologies received and approve the reason for absence.
- 2 **DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**  
  
To receive disclosures by members of any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and any other relevant interests under the Members' Code of Conduct and to receive and decide upon requests for dispensations to councillors to take part in discussions and votes where they have declared disclosable pecuniary interests.
- 3 To confirm the minutes of the meetings held on the 21<sup>st</sup> of January 2024 are a true and correct record.
- 4 **RFO Report**
  - 4.1 To approve invoices for payment [Appendix 1](#)
  - 4.2 To note payments made and received [Appendix 2](#)
  - 4.3 To approve bank reconciliation to March 31<sup>st</sup> 2025 [Appendix 3](#)
  - 4.4 To discuss and note the receipts and payments [Appendix 4](#)
  - 4.5 To note internal checks
  - 4.6 To consider appointing an internal auditor
    - 4.7 a To approve and sign exemption certificate for external audit 2024/2025
    - 4.7b To approve and sign section 1 of AGAR
    - 4.7c To approve and sign section 2 of AGAR
  - 4.8 To approve the dates for public access of financial documents relating to the AGAR

- 5 To discuss the progress with the VAS sign
- 6 To consider questions from the public (limited to 5 minutes if time permitting)
- 7 To consider and approve the grass verge protocol for 2025.
- 8 To consider and note correspondence received and decide action where necessary
- 9 To notify the clerk of matters for inclusion on the agenda of the next meeting
- 10 To confirm the date of the AGM in May 2025