**To: All Members of Minster Lovell Parish Council**

You are hereby summonsed to attend a meeting of theParish Council to be held at the **27th June 2022 at 7:00pm** in St Kenelm’s Hall, Brize Norton Road, Minster Lovell for the transaction of the business stated below. The Public and Press are also invited to attend.

**The Agenda is as follows:**

1. Welcome / Members present and apologies for absence
2. Declaration of interest in agenda items
3. Finance:
4. Statement of Accounts – to consider and approve the Statement of Accounts for the year ending 31 March 2022
5. Internal Audit – to receive and review the report from the Internal Auditor
6. External Audit – to consider the 2021/22 AGAR for submission to the External Auditor
7. i. Annual Governance Statement - to consider the questions and respond accordingly  
   ii. Accounting Statements - to consider and agree the accounting statement figures  
   iii. Electors’ Rights – to consider and approve the dates  
   iv. Statement of Variance – to consider the draft Statement of Variance

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| Signed: |  |
|  | **Parish Clerk** |

**Public Speaking Policy**

Minster Lovell Parish Council recognise that communication with parishioners is valuable when making informed decisions and a Parishioner’s Public Participation section is made available at the beginning of Council meetings for this purpose.

**Please Note:**

* Public speaking will be allowed on any agenda item by parishioners of Minster Lovell, at the Parishioner’s Public Participation section only. Thereafter public speaking is not permitted.
* Parishioners are permitted to speak for 3 minutes on Planning Applications and Decisions and a further 3 minutes on other agenda items. The time must be strictly adhered to and speakers are encouraged to practice their presentation in order to use the time constructively.
* Speakers are required to introduce themselves and confirm their address to the Council.
* Speakers should clearly outline their views concerning the agenda item.
* Representations should be confined to spoken comments only. Any written material, photographs or drawings should be provided before the meeting.
* Councillors, through the Chairman, can seek clarification only of points made by the speakers.
* Please remember that Council meetings are held in public and therefore, no comments of a personal, slanderous, defamatory or otherwise offence or abusive nature should be made.
* The Chairman of the Council has the right to stop anyone speaking if such comments are made and the speaker may then forfeit their opportunity to continue to speak.