

PLUMSTEAD PARISH COUNCIL

I hereby give notice of an Extraordinary Meeting of Plumstead Parish Council to be held on Thursday 1st June 2023 at 6.30pm at Plumstead Church. All members of the Parish Council are hereby summoned to attend for the purpose of transacting the business on the agenda.

The Public are welcome to attend this Parish Council meeting.

- 1 Apologies for absence
- 2 Record Declarations of interest from members on any item to be discussed.
- 3 To approve and sign the minutes of the Annual Meeting held on 10th May 2023
- 4 To discuss and approve internal auditors report for the financial year 2022/23 and any recommendations.
- 5 To approve Annual Governance Statement for the financial year 2022/23
- 6 To approve Annual Accounting Statement for the financial year 2022/23
- 7 To approve Certificate of Exemption for the financial year 2022/23
- 8 To approve purchase of dedicated laptop for Parish Council office, subscription to Microsoft 365 & anti- virus subscription.
- 9 To approve changing email address to clerkplumsteadpc@gmail.com over the next 3 months to avoid constant scam and phishing emails received in Hotmail account.
- 10 To approve payment of invoices (details circulated)
- 11 To consider request for £20 donation for defib training
- 12 To approve appointment of Maxine Hayes as Parish Clerk and Responsible Financial Officer from 1.6.2023.
- 13 To confirm all Declaration of Acceptance of Office forms are now signed

- 13 To approve signatories for bank account and completion of bank mandate
- 14 Date of next meeting – Wednesday 23rd August 2023 – 6.30pm
- 15 *To resolve on the moving into a closed session, on the grounds of confidentiality in accordance with the Public Bodies Admission to Meetings Act 1960 s.1(2)*

To discuss and approve terms and conditions of employment for Parish Council Clerk.