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|  | **Apuldram Parish Meeting**  28 Langdale Avenue, Chichester, West Sussex, PO19 8JQ  Tel : 07766113079  Email : [clerk@apuldrampm.or](mailto:clerk@apuldrampm.or)g Web : [www.apuldrampm.org](http://www.apuldrampm.org)  **Chairman of the Parish Meeting : Mr M Sawday**  **Clerk to the Parish Meeting : David J Siggs** |  |

**NOTICE OF THE ANNUAL MEETING OF THE PARISH**

As the Country remains in the midst of the Covid-19 pandemic the Annual Meeting of Apuldram Parish Meeting will meet in St Mary the Virgin Parish Church on Wednesday the 26th August commencing at 6:30pm. **Social distancing will be in force and masks must be worn.**

This meeting will ratify decisions taken at the email meeting of the 16th June 2020 and consider other business since that date.

**AGENDA**

1. Apologies
2. Election of Chairman and to receive the Chairman’s Declaration of Acceptance of Office (Nominations, proposed and seconded, together with the agreement of the nominee should be sent to the Clerk at the above address if at all possible.). (To be ratified).
3. To elect the members of the Chairman’s Advisory Group.

Currently – Marsha Jones, Sandi McCartney, David Bagnall, Graham Pound, Alistair Cooke, Matt Higgs and John Ridd. (To be ratified).

4. To approve the draft Minutes of the Meeting held on 13th December 2019 and the minutes of the email meeting held on the 16th June 2020, both of which can be found at [www.apuldrampm.org.uk](http://www.apuldrampm.org.uk) .

5. Matters arising from the minutes.

1. Chairman’s report.
2. Clerk’s report to include:-
   1. To receive and approve a financial report and authorise payments. (To be ratified).
   2. The Clerk to update the meeting on the acquisition of the SID.
   3. To acknowledge the resignation of the Clerk by 31st December 2020.

8. To approve and sign the Part 2 Annual Governance & Accountability Return (AGAR) – Certificate of Exemption for 2019/20. (To be ratified).

9. To approve and sign the Part 2 AGAR - Annual Governance Statement 2019/20. (To be ratified).

10. To approve and sign the Part 2 AGAR – Accounting Statements 2019/20. (To be ratified).

11. Any other business – to be notified to the Clerk before the start of the meeting

12. Date of next meeting – To be notified at a later date.

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| Signed David J Siggs  David J Siggs - Clerk to the Council | Dated:- 3rd August 2020 |

**Filming or recording of the Parish Meeting and the use of social media:**

During this meeting the public are allowed to record or film the meeting or to use social media, providing it does not disrupt the meeting. You are encouraged to let the Parish Clerk know in advance if you wish to record or film. Mobile devices should be switched to silent for the duration of the meeting

**ALL RESIDENTS HAVE A RIGHT TO ATTEND ALL MEETINGS**

**OF THE PARISH MEETING AND ARE MOST WELCOME**

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|  |  | Apuldram Parish Meeting | |  |  |
|  |  |  |  |  |  |
| **Income for the year 2019-2020** | | |  |  |  |
|  |  |  |  |  |  |
| Date |  | Details | Amount |  | Total |
|  |  |  | £ |  | £ |
| 12th April 2019 | | Precept | 1,800.00 |  | 1,800.00 |
| 13th Sept 2019 | | Precept | 1,800.00 |  | 1,800.00 |
|  |  |  |  |  |  |
| **Totals** |  |  | **3,600.00** |  | **3,600.00** |

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| **Apuldram Parish Meeting Income & Expenditure 2019-20** | | | | | |  |  |
|  | |  |  |  |  |  |  |
| **Expenditure** | | |  |  |  |  |  |
| **Date** | **Details** | | **Cheque no.** | **Invoice no.** | **General Admin** |  | **Totals** |
| 29th April | Clerks Salary | | SO | Statement | 84.16 |  | 84.16 |
| 28th May | Clerks Salary | | SO | Statement | 84.16 |  | 84.16 |
| 3rd June | WSALC Subs | | 100113 | Subscription | 57.73 |  | 57.73 |
| 13th June | J Lungley | | 100114 | Web Site | 45.00 |  | 45.00 |
| 28th June | Clerks Salary | | SO | Statement | 84.16 |  | 84.16 |
| 29th July | Clerks Salary | | SO | Statement | 84.16 |  | 84.16 |
| 28th Aug | Clerk's salary | | SO | Statement | 84.16 |  | 84.16 |
| 30th Sept | Clerks Salary | | SO | Statement | 84.16 |  | 84.16 |
| 28th Oct | Clerks Salary | | SO | Statement | 84.16 |  | 84.16 |
| 28th Nov | Clerks Salary | | SO | Statement | 84.16 |  | 84.16 |
| 13th Dec | Zurich Ins | | 100115 | Parish Insurance | 247.44 |  | 247.44 |
| 30th Dec | Clerks Salary | | SO | Statement | 84.16 |  | 84.16 |
| 28th Jan | Clerks Salary | | SO | Statement | 84.16 |  | 84.16 |
| 28th Feb | Clerks Salary | | SO | Statement | 84.16 |  | 84.16 |
| 30th March | Clerks Salary | | SO | Statement | 84.16 |  | 84.16 |
| **TOTALS** |  | |  |  | **1,360.09** | **0.00** | **1,360.09** |

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| **Apuldram Parish Meeting** | | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Bank Reconciliation** | | **for Financial year ending 31st March 2020** | | | | |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Prepared by David J Siggs Clerk & RFO to the Parish Meeting | | | | | | 31st March 2020 |  |  |
|  |  |  |  |  |  |  | £ |  |
| Balance per bank statement as at 31st March 2020 | | | | |  |  |  |  |
|  | Current Account 00150304 | | |  |  |  | 14,831.16 |  |
|  |  |  |  |  |  |  |  |  |
| Less Unpresented cheques | | |  |  |  |  | - |  |
| Add unbanked cash as at 31st March 2020 | | | |  |  |  | - |  |
|  |  |  |  |  |  |  |  |  |
| Net Balances as at 31st March 2020 | | | |  |  |  | 14,831.16 |  |
|  |  |  |  |  |  |  |  |  |
| **The net balances reconcile to the cash book (receipts and payments account)** | | | | | | |  |  |
| **for the year as follows;** | |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| CASH BOOK | |  |  |  |  |  |  |  |
| Opening Balance as at 1st April 2019 | | | |  |  |  | 12,591.25 |  |
| Add Receipts in the year | | |  |  |  |  | 3,600.00 |  |
| Less Payments in the year | | |  |  |  |  | 1,360.09 |  |
|  |  |  |  |  |  |  |  |  |
| Closing balances per cash book (receipts and payments) as at 31st March 2020 | | | | | | | 14,831.16 |  |
|  |  |  |  |  |  |  |  |  |
| I certify that this is a true and accurate record of the Apuldram Parish Meeting Accounts | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  | Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  |  |
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|  |  |  | Name:- | David J Siggs | |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  | Date:- |  |  |  |  |  |