



EVESHAM TOWN COUNCIL

IN ACCORDANCE WITH THE STATUTORY REQUIREMENTS OF THE LOCAL GOVERNMENT ACT 1972 SCHEDULE 12
PARAGRAPH 26(2) [A] (ADMISSIONS TO MEETINGS) SECTION 1(4)

NOTICE IS GIVEN THAT AN EXTRAORDINARY MEETING OF EVESHAM TOWN COUNCIL
WILL BE HELD IN THE COUNCIL CHAMBER, TOWN HALL
ON MONDAY, 27 JUNE 2022 AT 6:30PM

MEMBERS OF THE PUBLIC HAVE THE RIGHT TO ATTEND UNLESS A SPECIFIC DECISION HAS BEEN
TAKEN TO PROHIBIT THEM

PUBLIC SESSION

For 10 minutes prior to the commencement of the meeting, members of the public are invited to question the Council on local issues etc. Questions will be answered by The Chairman, Chairmen of Standing Committees or Town Clerk. These persons will reserve the right to postpone making an answer until the following meeting in order to take advice or undertake research.
During this time, outstanding answers from previous meetings will be delivered.

TO THE CHAIR AND COUNCILLORS **EVESHAM TOWN COUNCIL**

**YOU ARE HEREBY SUMMONED TO ATTEND AN
EXTRAORDINARY MEETING OF
EVESHAM TOWN COUNCIL
27 JUNE 2022**

AGENDA

- 1. Apologies for absence**
- 2. Declaration of financial interest or personal connection**
- 3. Internal Auditor's Report**

To receive the final report of the Internal Auditor dated 16 May 2022. That report comes in several parts each of which is attached. They are:

- A brief report which is to be included in the Annual Governance and Accounting Return (AGAR) when that document is sent to the external auditor (attached as Appendix A)
- A letter explaining what is meant by certain items being recorded as “not covered” (attached as Appendix B)
- A document containing year end observations (attached as Appendix C)
- A document supporting the year end observations with a summary analysis (attached as Appendix D)
- The detailed analysis supporting the above (attached as Appendix E)

Members are asked to pay particular attention to the document containing year end observations. The clerk to the meeting will report orally on some matters, others are included as agenda items below.

4. Year End Bank Reconciliations

To receive the year end bank reconciliations (to be tabled at the meeting).
Further to consider arrangements for independent review of bank reconciliations going forward.

5. Bank Mandate arrangements

To review the current arrangements for accessing the Councils' Unity Trust bank accounts and setting up and authorising payments. The clerk to the meeting to report orally.
Further to consider the status and signatory arrangements for the Santander bank account.

6. Wallace House Loan Balance

The Council's 2021-22 accounts record a loan balance due from Wallace House for £5,601.42. This balance is unchanged from March 2021. Members to consider the status of this balance and what arrangements (if any) should be made for the repayment of this loan.

7. Asset Register 2021-22

To consider the Asset Register for 2021-22 (attached as Appendix F) and agree the asset balance as at 31 March 2022.

8. Annual Governance Statement 2021/22

To consider and agree the Annual Governance Statement 2021/22 (attached as Appendix G).
The clerk to the meeting to report orally.

9. Statement of Accounts 2021/22

To consider and agree the Statement of Accounts 2021/22 (attached as Appendix H). Further to note that the dates planned for the period for the exercise of public rights are Wednesday 29 June 2022 to Tuesday 9 August 2022 inclusive.

10. Membership of the Almonry Advisory Panel

To appoint members to the Almonry Advisory Panel.

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