

THORNHAM PARISH COUNCIL  
CHURCH FARMHOUSE  
EAST WALTON ROAD  
GAYTON  
NORFOLK  
PE32 1PH



Tel: 01553 636499 Email: Thornhampc@gmail.com

Chair: Cllr Colin Venes Clerk: Mrs. S Bristow

SUMMONS TO ATTEND THE MEETING OF THE  
THORNHAM PARISH COUNCIL  
MEMBERS OF THE PUBLIC ARE WELCOME

24 June 2019

Dear Councillor

Notice is given that a Finance & Staffing Meeting of Thornham Parish Council will be held on Friday 28 June 2019, at 6.30pm at The Village Hall, Thornham.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Sarah Bristow', with a long horizontal flourish extending to the right.

Sarah Bristow (Mrs)  
Parish Clerk/RFO

1. Election of Chair of this Committee.
2. Election of Vice Chair of this Committee.
- 3 To Consider apologies for absence
4. **To receive Declarations of Interest and requests for Dispensations by Councillors in any of the Agenda Items listed.**  
Please indicate if there are any interests, which should be declared. A declaration of an interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the member should withdraw from the room whilst the matter is discussed.
- 5 Committee terms of reference.
6. First quarter audit timings
7. Budget 2019/2020
8. End of Year Accounts
  - a) Audit Form AGAR
  - b) Asset Register
  - c) Internal Audit

9. To review Financial Regulations.
10. Items For Next Agenda
11. Date, & Place of next meeting.  
Parish Council Meeting Wednesday 10 July 2019 at the Village Hall, High Street at 7.00pm.