

Great Wyrley Parish Council Notice of Meeting

TO: All Members of the Annual Governance and Audit Committee

Dear Councillor,

Annual Governance and Audit Quarter One Meeting – Wednesday 3rd September, 2025 to be held at Great Wyrley Community Centre, Great Wyrley at 6.30p.m. immediately prior to the Parish Council Meeting which commences at 7.00p.m.

You are summoned to attend the Quarter One Meeting of the Annual Governance and Audit Committee in order to consider the matters itemised on the following agenda. Please note there will be printed copies of the agenda and the relevant documents available at the meeting.

Yours sincerely,

Siân McGlue

29th August, 2025

AGENDA

1. Apologies

To receive any apologies which may be forthcoming.

2. Election of Chairman

Election of Chairman of the Annual Governance and Audit Committee for meeting.

3. Quarter One Reconciliation

To review and approve the Quarter One Reconciliation of the Parish Council Accounts for the year 2025/26.

4. Review of Standing Orders and Financial Regulations

Annual review of documents in line with Audit Regulations.

5. Proposed new Grant aid Application form

To review and approve a new version of the Parish Council Grant Application Form.

6. Authorisation to Publish on Parish Council Website

In the event of approval of the amended Grant aid Application form permission is sought for publication of the amended version on the Parish Council website.

7. Adoption of Updated Parish Council IT Policy

Adoption of updated IT Policy in line Audit Regulations for 2025/26.

8. Authorisation to Publish on Parish Council Website

In the event of approval of the amended IT policy referred at Agenda Item 6 permission is sought for publication of the updated version on the Parish Council website.

9. Cancellation of Outdated Cheques

Authorisation sought for the cancellation of uncashed cheques issued in 2022/23.

10. Asset Register Project

In line with Audit Regulations for 2025/26 the Asset Register has now been reviewed and the updated version of the document requires authorisation by Council.

11. Authorisation to Publish on Parish Council Website

In the event of approval of the updated Land and Building Asset Register referred to at Agenda Item 9 permission is sought for publication of the updated document on the Parish Council website in line with Audit Regulations for 2025/26.