



Yapham cum Meltonby Parish Council [www.yaphamcummeltonby.co.uk](http://www.yaphamcummeltonby.co.uk)

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### **ANNUAL MEETING**

Dear Members of YCM Parish Council,

You are hereby summonsed to attend the Yapham cum Meltonby **Annual Meeting of the Parish Council**, taking place in Yapham village hall, at **6.45 pm** on **Tuesday 13th May 2025**. Members of the press or public are welcome to attend. Yours sincerely,  
S Rothwell-Inch, Clerk.

### **AGENDA**

1. To record those present and receive apologies on behalf of absent members.
2. To co-opt two councillors, as agreed in the March and April meetings.
3. To elect the Yapham cum Meltonby Parish Council Chairman and receive the Chairman's declaration of acceptance of office.
4. To elect the Vice-Chairman for the forthcoming year and to receive the Vice Chairman's declaration of acceptance of office.
5. To elect Members to represent the PC on the following:
  - Personnel Committee
6. Chairman's Report.
7. To receive the Internal Audit Report along with a Summary of Receipts and Payments for the year ending 31st March 2025.
8. To complete the External Auditor's Certificate of Exemption 2024/2025
9. To consider and complete the Annual Governance Statement 2024/2025
10. To consider and agree the Accounting Statements 2024/2025
11. To note the dates of the Exercise of Public Rights as 1<sup>st</sup> July 2025 to 11<sup>th</sup> August 2025 inclusive
12. To approve financial arrangements for the coming year:
  - a) To approve the Financial Standing Orders
  - b) To appoint an internal auditor for 2025/2026
- 12a. Provisional date for the next Annual Meeting. Provisionally Tuesday 12<sup>th</sup> May 2026