**WHAT EXEMPT PARISH MEETINGS NEED TO DO TO ADVERTISE THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS**

The [Local Audit and Accountability Act 2014](http://www.legislation.gov.uk/ukpga/2014/2/contents) and the [Accounts and Audit Regulations 2015](http://www.legislation.gov.uk/uksi/2015/234/contents/made) require that:

1. The statement of accounts prepared by the authority (i.e. the Annual Governance & Accountability Return (AGAR) Form 2PM), the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested, during a period of 30 working days set by the smaller authority (i.e. the parish meeting) and including the first 10 working days of July.
2. The period referred to in paragraph (1) starts with the day on which the period for the exercise of public rights is treated as having been commenced i.e. the day following the day on which all of the obligations in paragraph (3) below have been fulfilled.
3. The Chair must, on behalf of that authority, publish (**which must include publication on the authority’s website where the parish meeting has a website**):
   1. the Accounting Statements (i.e. Section 2 of the AGAR Form 2), accompanied by:
      1. a declaration, signed by that officer to the effect that the statement of accounts will not be audited on account of that authority’s self-certified status as exempt, unless either a request for an opportunity to question the auditor about the authority’s accounting records under section 26(2) or an objection under section 27(1) of the Act, results in the involvement of the local auditor;
      2. the Annual Governance Statement (i.e. Section 1 of the AGAR Form 2PM); and
      3. the Certificate of Exemption (i.e. Page 3 of the AGAR Form 2PM); and
   2. a statement that sets out—
      1. the period for the exercise of public rights;
      2. details of the manner in which notice should be given of an intention to inspect the accounting records and other documents;
      3. the name and address of the local auditor;
      4. the provisions contained in section 25 (inspection of statements of accounts etc), section 26 (inspection of documents etc) and section 27 (right to make objections at audit) of the Act, as they have effect in relation to the authority in question;

**HOW DO YOU DO IT?**

1. You will meet statutory requirements if you fully and accurately **complete the notice** of public rights pro forma in this document, and if the parish meeting has a website, **publish the following documents** on the website, the day before the public rights period commences. It the parish meeting has no website, the following documents must simply be displayed in the local area for 14 days:
   1. the approved Sections 1 and 2 of Form 2PM of the AGAR; and
   2. the completed Notice of Public Rights and Publication of Annual Governance & Accountability Return (Exempt Authority). Please note that we have pre-completed it with the following suggested dates: Tuesday 3 June – Monday 14 July 2025. (The latest possible dates that comply with the statutory requirements are Tuesday 1 July – Monday 11 August 2025); and
   3. the notes which accompany the Notice (Local authority accounts: a summary of your rights).

Where the authority has answered ‘No’ to any assertions on Section 1, as stated on the face of Section 1 of the AGAR, a sufficiently detailed explanation of the reasons must be published with the AGAR on the authority’s website.

**Yapham cum Meltonby Parish Council**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (EXEMPT AUTHORITY)**

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025**

**Local Audit and Accountability Act 2014 Sections 25, 26 and 27**

**The Accounts and Audit Regulations 2015 (SI 2015/234)**

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| **NOTICE** | NOTES |
| **1. Date of announcement: Monday 2nd June 2025**  **2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor’s review.**  **Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2025, these documents will be available on reasonable notice by application to:**  (b) Sadie Rothwell-Inch, Clerk. Tel: 07810 260 702.  Email: ycmclerk2@gmail.co.uk    commencing on (c) \_\_**Tuesday 3 June 2025**  and ending on (d) \_\_\_**Monday 14 July 2025**  **3. Local government electors and their representatives also have:**   * The opportunity to question the appointed auditor about the accounting records; and * The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.   The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.  **4. The smaller authority’s AGAR is only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is:**  **PKF Littlejohn LLP (Ref: SBA Team)**  **15 Westferry Circus**  **Canary Wharf**  **London E14 4HD**  ([sba@pkf-l.com](mailto:sba@pkf-l.com))  **5. This announcement is made by (e) Cllr Philip Arnold** | (a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below  (b) Insert name, position and address/telephone number/ email address, as appropriate, of the Chair or other person to which any person may apply to inspect the accounts  (c) Insert date, which must be at least 1 day after the date of announcement in (a) above and exactly 30 working days before the date appointed in (d) below  (d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.  (e) Insert name and position of person placing the notice – this person must be the Chair of the parish meeting |