



Rous Lench Parish Council

To all members of the Parish Council

You are summonsed to attend the Extraordinary Parish Council Meeting of the Rous Lench Parish Council at Rous Lench Village Hall at 7pm on Thursday 26 June 2025 to transact the following business.

Press and public are cordially invited to attend.

23 June 2025

Michelle Marriner
Clerk and Responsible Financial Officer to Rous Lench Parish Council
rouslenchpc@gmail.com
T: 07815594888

AGENDA

1. **Chairman's welcome**
2. **Apologies for absence:** To receive apologies and to approve reasons for absence.
3. **Appointment of Internal Auditor:** To consider the appointment of Ruth Mullett to review the 25/26 accounts.
4. **Appointment of Responsible Financial Officer :** To consider the appointment of Michelle Marriner as Responsible Financial Officer to the Parish Council for 2025/26.
5. **Finance**
 - 5.1 **To receive and note** the report of the internal auditor, Mr Selkirk for financial year 2024/25.
 - 5.2 **To approve the accounts year ending 31.3.25** including bank reconciliation, explanation of significant variances and payments over £100.
 - 5.3 **To adopt the Statement of Internal Control and Annual Review of Effectiveness of Internal Control.**
 - 5.4 **To consider documents for approval for the External Auditor:**
 - 5.4.1 To approve Annual Governance Statement
 - 5.4.2 To approve Statement of Accounts

5.5 Invoices: To approve the following invoices for payment

5.5.1 Simon Skeys (Lengthsman) – March – April 2025

5.5.2 Zurich Insurance

5.5.3 Mr Selkirk (Internal Auditor)

5.5.4 Michelle Marriner (Clerk) – salary (including onboarding) and expenses June 2025