



LYNEHAM AND BRADENSTOKE PARISH COUNCIL

c/o 48a Calne Road, Lyneham, Wilts SN15 4PN

To: All members of Lyneham & Bradenstoke Parish Council as follows:

Cllr Frank Ball, (Chairman), Cllr Keith Webster (Vice-chairman)

Councillors: Liam Broughton, Tim Darch, James Elford, Rod Gill, Gayna Howarth, Carol Jenkins, Antony Jones, Chris Moncrieffe

You are hereby summoned to attend an **Extraordinary Parish Council** meeting to be held on Friday 22nd November at 7pm at St Michaels Church Hall, Lyneham for the purpose of transacting the following business.

Signed

Parish Clerk

18th November 2019

It has been necessary to call this Extraordinary Council meeting due to urgent decisions having to be made before 27th November 2019 in relation to the External Audit for the financial year ended 31st March 2019.

AGENDA

1. To receive and approve Apologies for Absence.
2. To receive any Declarations of Interest. Such Declarations may be made at any time during the meeting if the need becomes apparent.
3. To discuss and decide on options to deal with the Public Interest Report issued by the Parish Councils External Auditors, PKF Littlejohn LLP. Parish Clerk's report to follow.
4. To decide on a company to carry out an Internal Audit on the financial information for the current financial year to date. Dependent upon the decisions made at Agenda Item 3, it may also be necessary to have an Internal Audit carried out for the financial year ended 2018/19. Quotations attached for Parish Councillors.
5. Date of next meeting will be Tuesday 10th December 2019.