



# Stoke by Clare

## Parish Council

### PARISH COUNCIL MEETING

**NOTICE IS HEREBY GIVEN** that an additional meeting of Stoke by Clare Parish Council will take place on **Monday 29 September 2023** at **Mayberry House, Upper Green, Stoke by Clare, CO10 8HL** at **5.00pm**

The purpose of the meeting is to consider the matters specified in the agenda below.

The agenda has been published on the [Stoke by Clare website](#).

**Judith Dignum**  
Parish Clerk

**28 September 2023**  
[stokebcpc@outlook.com](mailto:stokebcpc@outlook.com)

### AGENDA

1. **Chairman's welcome and apologies for absence**
2. **Declarations of Interest (if any)**
3. **Internal Audit and AGAR**
  - i. **To receive and accept the Internal Audit report for the year ending 31 March 2023** (circulated to Members of the Council)
  - ii. **To set a period for the exercise of public rights**
  - iii. **To approve the AGAR for submission to the Council's external auditors, PKF Littlejohn**
4. **Payments:** to receive and approve a payment requiring settlement before the next scheduled meeting of the Council
5. **Date of Next Meeting**

To note that the next scheduled meeting of the Parish Council will take place at 7.30pm on Thursday 19 October 2023 at The Barn, Ashen Lane, Stoke by Clare, CO10 8JA. In the absence of the Chairman, the meeting will be chaired by the Vice-Chairman, Cllr J Blake James.

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For further information about this meeting please contact the Parish Clerk  
E: [stokebcpc@outlook.com](mailto:stokebcpc@outlook.com) T: 07833 576312