



**Mrs Annemarie Edwards**  
Clerk of the Council

14<sup>th</sup> June 2016

To: All Members of Winkfield Parish Council

Dear Councillor

Your attendance is requested at a **Special Meeting of Winkfield Parish Council** to consider the Annual Accounts to be held in Carnation Hall, Chavey Down Road, Winkfield Row, on Tuesday 21<sup>st</sup> June 2016 at 7.30pm, when it is proposed to transact the business specified in the Agenda hereto.

**Yours sincerely**

A handwritten signature in cursive script that reads "Annemarie Edwards".

**Clerk of the Council**

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**This meeting will be conducted strictly in accordance with Standing Orders as adopted by Council in February 2015. In particular, all Councillors are reminded to acquaint themselves with paragraphs 11 (Rules of Debate) and 14 (Respect for the Chair).**

*In order to avoid interruptions to the business of the Council, Councillors, officers and members of the public are required to ensure that mobile phones are switched off before the commencement of the meeting.*

Prior to the commencement of the meeting a time not exceeding 10 minutes is available to the public to address the Members of the Council on any matter relevant and within the Council's responsibility or which affects its area.

Members should note that in the event of the fire alarm going off, they should make their way quickly to the fire exits, either via the lounge door or through the kitchen and out through the door to the grounds and make their way to the fire assembly point (the part of the car park near the pedestrian access to Chavey Down Road/Mushroom Castle Lane).

## **A G E N D A**

### **1. APOLOGIES FOR ABSENCE**

It would be helpful if Councillors could personally notify the Clerk of the Council by midday of the meeting of any intended absence along with the reason. Apologies for absence with the reason will be noted in the subsequent minutes of the meeting.

## **2. DECLARATION OF INTEREST**

Members are required to declare any personal or prejudicial interests in relation to any items on the agenda.

## **3. ACCOUNTS**

A copy of the Annual Accounts to 31<sup>st</sup> March 2016 is attached as Appendix 1.

The net income and expenditure at the end of the year resulted in an increase in the general reserves of £5,066 not including the transfers to/from Earmarked reserves.

**To accept and sign the Annual Accounts.**

A copy of the Annual Return for the year to 31<sup>st</sup> March 2016 is attached as Appendix 2.

**To accept and agree** that the Chairman and the Clerk sign the Statement of Accounts (section 1) and the Annual Governance Statement (Section 2).

A copy of the Bank Account Reconciliations is attached as Appendix 3.