

## Attachment 2

Local Council name: SILSOE PARISH COUNCIL

### Confirmation of contact details

Please confirm the contact details for the Clerk, RFO (if not the clerk) and Chair, to assist us in ensuring that our records are kept up to date:

Clerk's name: <u>Timmy Meeley</u>	RFO's name (if not clerk): .....	Chair's name: <u>IAN KELLY</u>
Clerk working hours (e.g. Mon-Fri 9-5pm): <u>flexible</u>	RFO working hours (e.g. Mon-Fri 9-5pm): .....	
Parish Council registered address: <u>24 NUNEHAM CIR</u> <u>WESTCROFT</u> <u>MILTON KEYNES</u> <u>MK4 4DH</u>	Parish Council registered address: ..... ..... ..... .....	Chair contact postal and email address: <u>21 YEW TREE CLOSE</u> <u>SILSOE</u> <u>MK45 4EQ</u>  Email: <u>ian.j.kelly@btinternet.com</u>
Telephone: Primary contact number: <u>07955521174</u> Mobile/Alternative number: <u>01908 505588</u>	Telephone: Primary contact number: ..... Mobile/Alternative number: .....	Telephone: Primary contact number: <u>01525 861871</u> Mobile/Alternative number: <u>07889275582</u>
E-mail address for the Council/Meeting (please do not provide a personal e-mail address unless the clerk / RFO does not have a Council/Meeting e-mail address). <u>Clerk@silsoeparishcouncil.org</u>		

Please return this form via email together with the Annual Governance & Accountability Return and other information requested.

## Attachment 3

### Confirmation regarding the exercise of public rights

Parish Council name: SILSOE PARISH COUNCIL

The Parish Council must inform the electorate of an exact 30 working day period during which public rights may be exercised. This is inclusive of the start and finish dates.

The inspection period **must** commence no later than 3 July 2023 and must **include the first 10 working days of July**.

The elector's rights must start **exactly** one day after the annual return has been published on your website (or other free to access website used by the Council) with the statutory notice at Attachment 3.2. Publication of the annual return must be as soon as practical after the unaudited annual return has been approved by the Parish Council, and in line with the regulatory inspection period.

**Working days are defined as Monday – Friday. They do not include Saturdays, Sundays and Bank Holidays.**

(See calendar guide overleaf, noting that because the earliest date to start a compliant public rights period is 5 June 2023 the definition of 'as soon as practical' excludes any earlier dates than this.)

The inspection period commences on: 5<sup>th</sup> JUNE 2023

And ends on: 14<sup>th</sup> JULY 2023

Signed:  Date: 21/6/23

Position held: CLERK

## Attachment 3.2

Local council name: SILSOE PARISH COUNCIL

### Notice of appointment of date for the exercise of public rights

Accounts for the year ended 31<sup>st</sup> March 2023

The Local Audit and Accountability Act 2014, and  
The Accounts and Audit (England) Regulations 2015 (SI 234)

<p>1. Date of announcement: <u>2nd JUNE 2023</u> (a)</p> <p>2. Any person interested has the right to inspect and make copies of the accounts to be audited and all books, deeds, contracts, bills, vouchers and receipts relating to them. For the year ended 31 March 2023 these documents will be available on reasonable notice on application to:</p> <p>(b) <u>TAMMY MEDLEY</u> <u>CLERK</u></p> <p>commencing on (c) <u>5th JUNE 2023</u></p> <p>and ending on (d) <u>14th JULY 2023</u></p> <p>3. Local Government Electors and their representatives also have:</p> <ul style="list-style-type: none"> <li>• the opportunity to question the auditor about the accounts; and</li> <li>• the right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Authority (f).</li> </ul> <p>The auditor can be contacted at the address in paragraph 4 below for this purpose during the inspection period at 2 above.</p> <p>4. The auditor's limited assurance review is being conducted under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit (England) Regulations 2015 and the National Audit Office' Code of Audit Practice. Your review is being carried out by:</p> <p>Mazars LLP, The Corner, Bank Chambers, 26 Mosley Street, Newcastle upon Tyne, NE1 1DF Email: <a href="mailto:local.councils@mazars.co.uk">local.councils@mazars.co.uk</a></p> <p>5. This announcement is made by (e) <u>T MEDLEY CLERK</u></p>	<p>(a) Insert date of placing of this notice on your website.</p> <p>(b) Insert name, position and contact details of the Clerk or other person to whom any person may apply to inspect the accounts.</p> <p>(c) And</p> <p>(d) The inspection period must be 30 working days in total and commence no later than 3 July 2023.</p> <p>(e) Insert name and position of person placing the notice</p>
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