Attachment 3.1

Local council name: Checkley Parish Council

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| **Notice of appointment of date for the exercise of public rights** |
| **Accounts for the year ended 31st March 2025** |

The Local Audit and Accountability Act 2014, and

The Accounts and Audit (England) Regulations 2015 (SI 234)

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| --- | --- |
| 1. Date of announcement: 03.06.2025 (a) | (a) Insert date of placing of this notice on your website. |
| 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 2025 these documents will be available on reasonable notice on application to: |  |
|  (b) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dawn Plant 07919911938 or clerk@checkley.staffslc.gov.uk \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | (b) Insert name, position and contact details of the Clerk or other person to whom any person may apply to inspect the accounts. |
|  commencing on (c) 03.06.2025 |  .  |
|  and ending on (d) 14.07.2025 | (c )And (d)The inspection period must be 30 working days in total and commence no later than 1 July 2025. |
| 3. Local Government Electors and their representatives also have: |  |
| * the opportunity to question the auditor about the accounts; and
 |  |
| * 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).

The auditor can be contacted at the address in paragraph 4 below for this purpose during the inspection period at 2 above. |  |
| 1. 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:

Forvis Mazars LLP, The Corner, Bank Chambers, 26 Mosley Street, Newcastle upon Tyne, NE1 1DFEmail: local.councils@mazars.co.uk  |  |
| 5. This announcement is made by *Dawn Plant – Clerk and RFO* | (e) Insert name and position of person placing the notice |

Attachment 2

# Confirmation of contact details

Local Council Name: Checkley Parish Council

Please confirm the contact details for the Clerk, RFO (if applicable), and Chair to assist us in ensuring that our records are kept up to date.

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| --- | --- | --- |
| Clerk name:Dawn Plant | RFO name (if different to clerk):…………………………………….. | Chair name:Stephanie Akerman |
| Clerk working hours (so we know when we can ring)9am – 5pm (I don’t work these hours but it is fine to contact me) | Clerk working hours (so we know when we can ring) |  |
| Is this person the primary contact:Yes/ | Is this person the primary contact:Yes/No |  |
| Parish Council registered address:Greatwood HallHollington RoadTean | Parish Council registered address:……………………………………….……………………………………….………………………………………. | Chair contact postal and email addressEmail:stephanie.akerman@checkley.staffslc.gov.ukPostal address:……………………………………….……………………………………….………………………………………. |
| Telephone:Primary contact number:07919 911938Mobile/alternative number:clerk@checkley.staffslc.gov.uk | Telephone:Primary contact number:……………………………………….Mobile/alternative number:………………………………………. | Telephone:Primary contact number:07895 168323Mobile/alternative number:………………………………………. |
| Email address (please do not provide a personal email unless the Clerk/RFO does not have a Council/Meeting email)clerk@checkley.staffslc.gov.uk |