

Attachment 3.1

Local council name: HERNE + BROOMFIELD PARISH COUNCIL

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)

1. Date of announcement: <u>30/6/25</u>	(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) <u>M. NICHOLSON (RFO/CLERK)</u> <u>parish clerk@herneandbroomfield-pc.gov.uk</u>		(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) <u>30/6/25</u>		
and ending on (d) <u>8/8/25</u>		(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.		
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: Forvis Mazars LLP, The Corner, Bank Chambers, 26 Mosley Street, Newcastle upon Tyne, NE1 1DF Email: local.councils@mazars.co.uk		
5. This announcement is made by (e) <u>M. NICHOLSON (CLERK/RFO)</u>		(e) Insert name and position of person placing the notice

Attachment 3.2

Attachment 2

Confirmation of contact details

Local Council Name: HERNE + BROOMFIELD 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.

Clerk name: <u>M. NICHOLSON</u>	RFO name (if different to clerk):	Chair name: <u>CAROL DAVIS</u>
Clerk working hours (so we know when we can ring) <u>9.00am - 4.30pm</u>	Clerk working hours (so we know when we can ring)	
Is this person the primary contact: Yes/ No	Is this person the primary contact: Yes/No	
Parish Council registered address: <u>PARISH OFFICE</u> <u>HERNE CENTRE</u> <u>ST. MARTIN'S VIEW</u> <u>KENT CT6 7AP</u>	Parish Council registered address:	Chair contact postal and email address Email: <u>clrcaroldavis@herneandbroomfield-pc.gov.uk</u> Postal address:
Telephone: Primary contact number: <u>0227 742700</u> Mobile/alternative number:	Telephone: Primary contact number: Mobile/alternative number:	Telephone: Primary contact number: <u>01227 372519</u> Mobile/alternative number:
Email address (please do not provide a personal email unless the Clerk/RFO does not have a Council/Meeting email) <u>parishclerk@herneandbroomfield-pc.gov.uk</u>		