

Addendum to Section 1 of the AGAR

Title	AGAR Section 1, Item 7 No Explanation
Authors	Locum Clerk & RFO
Financial Year	2022-2023

The Council resolved at its meeting on the 21st June 2023 to tick “No” for item 7 in section 1, that being:

“We took appropriate action on all matters raised in the reports
from the internal and external audit”

EXTERNAL AUDIT – All items corrected.

The Council has taken action on the items from the External Audit, that being:

- The Council signing the AGAR on the 11th May, prior to the RFO approval on the 20th July
- Section 1 being signed on the 15th June, after the commencement of the public rights period.
- The AGAR not having including the RFO’s signature or date of approval, and exclusion of the signature of the Chair.

All of these items have been remedied.

- RFO Signed on 7th June the Section 2, prior to presentation to the Council
- All remaining boxes, including signature completed at the meeting in which they were approved – 21st June 2023.
- All items signed prior to the period of public rights.

INTERNAL AUDIT – some items still outstanding

The council has taken steps to correct as much as possible, the following items still remain outstanding:

- Minutes do not include the bank balance from both accounts under the section on Bank Signatories
- VAT still only being claimed yearly, not quarterly as advised.
- Standing Order / Financial Regulations not reviewed in the year.
- Budget for following year, not included in the signed minutes pages.
- Quarterly budget reviews not completed.

Due to resignations and staff sickness the Council has essentially been without an effective, trained Clerk since July 2021. The Council acknowledges that in hindsight the locum services of another Clerk should have been sought secured earlier in the year, but with the information in hand always thought the employed Clerk would be available to work within the next 2-3 weeks all year long.

Going forward the Council will expect to action all of the remaining items from the 2021-2022 Audits in the 2023-2024 FY, and has secured the employment of a trained RFO who will complete the actions of the Clerk, including actioning the outstanding items from Audit until such time as a new Clerk can be appointed.