

# Selling Parish Council

## Notice of conclusion of audit Annual Return for the year ended 31 March 2017

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for <b>Selling Parish Council</b> for the year ended 31 March 2017 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the Annual Return must be published by 30 September. <b>This must include publication on the smaller authority's website.</b>
2. The Annual Return is available for inspection by any local government elector of the area of <b>Selling Parish Council</b> on application to:  (a) <u>GLENDA SMART - SELLING PARISH CLERK</u> <u>1 CHALFORD DRIVE</u> <u>BROOKFIELD HERNE BAY</u> <u>CT6 7DD</u> <u>clerk@sellingparishcouncil.org.uk</u>  (b) <u>BY AGREEMENT 01227 742280</u> <u>ALSO AVAILABLE ON WEBSITE</u>	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the Annual Return  (b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any person on payment of £ <u>5</u> (c) for each copy of the Annual Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) <u>GESmart</u>	(d) Insert the name and position of person placing the notice
Date of announcement: (e) <u>20/6/18</u>	(e) Insert the date of placing of the notice

## **Selling Parish Council - year ended 31 March 2017**

### **External auditor report**

On 26 September 2017 we issued a report detailing the results of our limited assurance review of Selling Parish Council's annual return for the year ended 31 March 2017. We explained that we were unable to certify completion of the review at that time.

We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Return requires amendments as follows:

*Other matters not affecting our opinion which we draw to the attention of the authority:*

- *We note that the agendas for the meetings held in April, May, June and August 2016 are not available on the website, as they should be under the Transparency Code for Smaller Authorities.*
- *We further note that the agenda for the meeting of 1 June 2016 did not include the Clerk's name. We are aware that this was a time of transition between clerks which may account for the omission. All other 2016/2017 meetings up to the year end do correctly include Clerk/Chair name - it is usual for the Clerk/RFO to sign the agenda, since the proper officer is responsible for preparing it. On the basis of the evidence provided, we consider that this was a one-off administrative error.*
- *Regarding the legality of council business transacted at meetings where the Council failed to follow due process as noted above, we suggest that the Council seeks advice regarding this issue.*
- *We note that the proposer, seconder and votes for and against procedural motions excluding the public and press from discussions on confidential agenda items were not properly recorded in accordance with the Council's standing orders (1(c and s)) during 2016/17.*

### **External auditor certificate**

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017 in respect of Selling Parish Council.



**PKF Littlejohn LLP**  
**11 June 2018**