

**Enquiries following Internal Audit - Year ended 31 March 2019.**

**From:** [shotleypc@btinternet.com](mailto:shotleypc@btinternet.com) <[shotleypc@btinternet.com](mailto:shotleypc@btinternet.com)>

**Sent:** 16 August 2019 15:22

**To:** Admin SALC

**Subject:** RE: Internal Audit

Dear Laura

Thanks ever so much for this.

I have just briefly gone through the report and have looked into the Notice of Public Rights 2019 and I can see what might have happened- when we uploaded the form onto the website we must have selected the blank version rather than the one with my details on.

<http://shotley.onesuffolk.net/assets/Uploads/Parish/Accounts/2018-2019/Electors-rights-notice-Shotley-PC.pdf>

However, I did place the completed forms on both noticeboards where they still remain, as I usually leave them on until the audit process has been completed. Would it be worth taking a picture of the noticeboards with the notices still in them to send to Vicky, so she can add a statement to the effect please? It would be a shame to have this raised as an item when it was purely down to a technical issue (not an excuse and I totally understand why it has been raised but we still abided by the legislation by having it “physically” displayed.

Another issue raised regarding the minutes of 28<sup>th</sup> June, there were only 3 councillors in attendance and those councillors were not together again at a subsequent meeting, therefore I did not have a quorum of attending councillors who were willing to approve them- I did explain the legalities of cllrs not in attendance still being able to vote on minutes but my members are not willing to do so, therefore the minutes were not approved and thus why I have not included them on the numbered set. Is there any other way I could have handled this please, as they are yet to be approved by council?

Your advice would be most appreciated.

Kind regards

Dina

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**From:** Finance SALC

**Sent:** 19 August 2019 11:03

**To:** [shotleypc@btinternet.com](mailto:shotleypc@btinternet.com)

**Subject:** Internal Audit

Dear Dina,

We passed your queries regarding the internal audit on to Vicky and here are her comments:

1. Publication of the notice of public rights:  
PKF Littlejohn in their guidance have clearly stated:

“ The smaller authority itself must inform the electorate of a single period of 30 working days during which public rights may be exercised, by publishing the relevant Notice (i.e. Notice of Public Rights & Publication of Unaudited Annual Governance & Accountability Return for those subject to our review or Notice of Public Rights & Publication of Annual Governance & Accountability Return (Exempt Authority) for exempt authorities) and Sections 1 & 2 of the approved AGAR the day before the period for public rights commences.

**For this purpose, publishing means inclusion on the website as well as any notice board;”**

*I would be happy for a line to be added stating that evidence - once received - has been seen shown that the notice was placed on the noticeboards but not the website.*

2. Minutes June 2018 - my recommendation stands, see attached LTN5 paragraph 71

3. Minutes being consecutively numbered - they are not being consecutively numbered. It is covered under legislation that loose-leaf minutes must be consecutively numbered which means that if a January meeting is No. 1 it would follow that the February meeting would be No. 2 and so on, not being starting afresh at No. 1 each meeting.

Kind regards

**Diane Jimpson | Finance Manager**

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**From:** [shotleypc@btinternet.com](mailto:shotleypc@btinternet.com) <[shotleypc@btinternet.com](mailto:shotleypc@btinternet.com)>

**Sent:** 19 August 2019 11:24

**To:** Finance SALC

**Cc:** 'Richard Wrinch'

**Subject:** RE: Internal Audit

Dear Diane

Many thanks for the detailed response.

- 1- Fully understand and will go and take pictures of the noticeboards as I suggested so you have the relevant evidence. I would very much appreciate the addition of the line as you mention on your e-mail please, as that would reassure members that procedures were being followed at the correct time but that unfortunately technology got the better of me this time and the blank notice was posted on the website rather than the completed one.
- 2- Understood and will raise with council again re the need to approve minutes even when attendees are not available/able to do so.
- 3- Understood- at present they are manually numbered for sequencing purposes but individually they are numbered from 1 at each meeting. In order to start the process correctly for this financial year, and in light of the fact that it has followed suit as in all previous years, what would you recommend I do with the existing and future

minutes? Re-number all from April 2019 so they are correct from the beginning or start from the next meeting after the delivery of the Internal Audit report please?

As always, your help is much appreciated.

Kindest regards

Dina

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**From:** Finance SALC

**Sent:** 19 August 2019 11:44

**To:** shotleypc@btinternet.com

**Subject:** RE: Internal Audit

Hi Dina

I think I would start the sequential numbering from the next meeting.

Kind regards

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