MOORE

Moore East Midlands
Rutland House
Minerva Business Park
Lynch Wood
Peterborough PE2 6PZ

T 01733 397300

www.moore.co.uk

Your Ref:

Our Ref: CAR/hd/SAAA

16 September 2019

John Fullbrook
Steyning Parish Council
The Steyning Centre
Fletchers Croft
Steyning
West Sussex
BN44 3XZ

Dear John

Steyning Parish Council
Annual Governance and Accountability Return for the Year ended 31 March 2018

Please find enclosed your Annual Governance and Accountability Return for the year ended 31 March 2018.

We also enclose a note of our charges based on the fixed rate audit fee as set by the Smaller Authorities' Audit Appointments Ltd. Please note that our charges include additional costs in relation to work required by the auditor to investigate matters brought to our attention. Three hours of time have been charged which is considerably fewer than the hours taken to review this matter but this reduced additional fee appreciates the extended time taken to conclude the review.

Authorities who have not claimed exemption
Regulation 13 of the Accounts and Audit Regulations 2015 stipulate that Authorities, who are not inactive Authorities, must publish the following (including on the Authority's website):

(a) The Statement of Accounts and Annual Governance Statement
(b) The auditor's certificate and opinion
(c) Any public interest report or other recommendation of the auditor.
(d) A form of Notice of Conclusion of Annual Audit

Other issues raised to the Auditor which required to be reviewed related to concerns over conduct and proper governance being maintained. One matter was already in the hands of the police and whilst it has been noted, this is not a matter for further investigation by an external auditor. I have reviewed various minutes taken over the year and requested clarifications/additional information from the Clerk on behalf of the Council. This covered meetings held and decisions made by sub-committees as well as at full council meetings.

My review shows all councillors were involved both commenting and voting on matters under discussion. It was noted that not all decisions were unanimously passed but this is normal in a democratic process. Whilst I appreciate that minutes by their nature are brief and cannot always reflect every aspect of the discussions had, I could see nothing to suggest the decisions made were invalid. That said, all processes are open to improvement and I understand that a review of processes has and is being completed and changes made.

As part of our general review we would like to review the Internal Auditor recommendations with the next return to confirm that they are agreed as being adequately despatched by the Council.

MOORE

A Notice of Conclusion of Audit form is available, if required, on our website using the link here http://bit.ly/SmallerAuthorities.

The notice must also state that an elector may inspect those documents at all reasonable times and without payment. The address and times when this inspection may be carried out must also be given.

Yours sincerely

Carolyn Rossiter