



Hollinswood and Randlay Parish Council



Chairman: Cllr Sheenagh Unwin Clerk: Katrina Baker MBE MILCM

21st July 2020

PKF Littlejohn LLP

Dear Sir / Madam

Section 1, Annual Governance Statement 2019 / 20

Assertion 4

We were asked by the Internal Auditor, LightATouch, to provide evidence that the posting of the notice on the website was done at least one clear day before the 30 working day period began. I was not able to provide this evidence as it had been removed from our website and we had not taken a screenshot / photo.

Your report of 15th September 2019, raised this as an 'Except For' Matter and therefore we have responded No to this assertion.

We will ensure that proper provision for the exercise of public rights during 2020/21 is evidenced.

Assertion 5

The Parish Council can confirm that it reviewed the Parish Council risks and dealt with them appropriately. Whilst this is mentioned within the Finance & Audit Committee minutes, the minutes do not clearly state that the review had taken place.

I have explained to the Parish Council and it was included on the Agenda of both the Finance & Audit Committee and Full Council in June and July of this year having been identified as a priority. The Members have resolved to ensure that this appears regularly on the Finance & Audit Committee Agenda in order that it is regularly reviewed and monitored.

Assertion 7

On the basis of the information raised by the Internal Auditor regarding Assertion 4, and as this was reported in the External Audit of last year, it is necessary for us to answer No to this assertion.

Kind regards

Katrina Baker
Clerk
Hollinswood & Randlay Parish Council