



JOHN K. MURRAY

TAXATION and ACCOUNTANCY SERVICES

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Dear Sarah

**Ecchinswell, Sydmonton and Bishops Green Parish Council -
Accounts for the year ended 31 March 2025 "Internal Audit".**

I have now completed the "Internal Audit" of your Parish Council Accounts for the year ended 31 March 2025. I have conducted the Internal Audit following the guidelines as documented in the SOPPP Book "Governance and Accountability for Smaller Authorities in England - A Practitioners' Guide" issued in March 2024 and updated in March 2025

I have no points that I wish to draw to the attention of the Council. We do, however, discuss the items:-

1. **Website:** I have noted that your website is going to be updated. Your current one is not that good as it contains conflicting information about contact details. It does not give all the information required under the Transparency Protocols – for example Councillors responsibilities.
2. **Email Addresses:** You are required to move all your email addresses to a .gov.uk site by 1 April 2026 otherwise you will get a qualified audit report from the External Auditors
3. **Minutes:** Your Minutes of the 12 February 2025 are only signed on the first page. All pages need to be signed – please arrange this asap.
4. **Adoption of AGAR:** Last year your Minutes did not fully detail the adoption of the AGAR – please see my advice below.

I have noted that the AGAR Pro-forma (with details of the Variations and Bank Reconciliation) have not yet been adopted by the Parish Council and signed by the Chairman and by yourself. Will you please provide me with a copy of the Pro-forma - Schedules 1, 2 and 4, and Schedule 3 when it is returned by the External Auditors. All Schedules must be uploaded onto your website together with the Public Rights to Inspect Notice.

Will you also provide me with copies of the Bank Reconciliation and the Explanation of Variances? Please ensure that the adoption of the Accounts and the AGAR Pro-forma are minuted at the appropriate times - in particular, Section 1 and Section 2 of the Pro-forma need to be specifically mentioned within the Minutes and this approval must be by **Full Council** and not by Committee. The receipt of this letter and any action taken on it should also be recorded within the Minutes.

If the Council wishes to discuss any of these points - or any other matter - now or in the future I would be more than happy so to do. Obviously, if the query can be cleared quickly by a 'phone call, then there would be no further charge. If, however, the matter requires some research on my part and/or would take time to resolve then I would have to charge, and I would agree this with you beforehand so that there was no misunderstanding.

I enclose my Invoice for the work done so far.

Yours sincerely,

John K. Murray

Ms. S. Jones,
Clerk to Ecchinswell, Sydmonton & Bishops Green Parish Council
The Old Orchard
Garrett Close
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