Batheaston Parish Council – Council Meeting 18th June 2024
Accountability and Governance Annual Return - Clerk's Report

Summary of the Process

The Accountability and Governance Annual Return is the foundation of Parish and Town Council governance processes. In brief, the process to this point has been:

1. I have completed the financial year-end and produced a series of reports; three of these are provided with Council papers for your information.

2. I collated a set of information for an Internal Auditor, Paul Russell who is an experienced auditor, and is secretary of SLCC Somerset Branch.

3. He undertook the internal audit based on our financial figures, the documents I provide and publicly available information on our website. His report, in the form of a checklist, is provided. As part of the process, he completes the AGAR Form 3, Page 2.

4. I have completed the other documentation which Council is asked to review and approve at this meeting.

   This includes a form in which you, the Council, are asked to make assurances regarding the oversight of the Council during 2023/24.

5. This is submitted to the nominated External Auditors – BDO LLP – for their review and approval. This process normally takes about two months. Assuming they are satisfied the process is complete towards the end of the summer.

6. A key part of the process is that the documentation is made available to the public, with a period for inspection of the accounts. This will be announced tomorrow, 19th June, and run from Thursday 20th June until Thursday 1st August.

Richard Maccabee, Parish Clerk
17th June 2024