

44 Wood End
Banbury
Oxon
OX16 9SU

The Clerk
Radway Parish Council
Radway
Warwickshire

11th May, 2018

Dear Radway Parish Council,

Further to the internal audit work I have carried out on the councils business I would make the following comments.

1 I have seen note of the bank being reconciled during the year, as per my previous suggestion. The bank was reconciled at the year end. In order to adhere to the latest new regulations, not yet in force, at least once a quarter the bank reconciliation together with the bank statements should be signed as evidence of verification by the chair of the council. It is noted that the balances are regularly reported to the councillors.

2 Authority for all payments was not found in the minutes this year. The payment of £179.55 to Mr Manwaring in November was recorded as an agenda item but was not recorded in the minutes. The payment of £167.15 in October to Npower was not recorded in the minutes or agenda. The payments of £45 to Round & About, £140 to K Buttle, £35 to HMRC & £58.92 to P Wilkins on in Mar have not been recorded in the minutes or on the agenda as yet.

3 Chq 101696 to K Buttle included expenses paid of £24.85, which was agreed to invoice but only £23.85 was approved 11/10 on minutes. The same £23.85 was on the agenda.

4 An annual review of the risk assessment was not seen this year. I did not see any discussions regarding emergency planning this year.

5 An asset list was seen and appears to be regularly maintained.

6 The parish council is complying with the rules regarding the employment of parish clerks. I note that the staging date for auto enrolment duties was 1st May 2017 and I note there are measures in place so that the council will fulfil its duties.

7 The VAT return is in hand and will be submitted presently.

8 On comparing agenda's to minutes I note the following discrepancies

12/12/17 Item 8 – minutes record a discussion on amended proposal for Townsend Farm but it was not on the agenda.

12/12/17 Item 9f retrospective approval for payment to Mr Manwaring £179.55 was on agenda but not on the minutes.

12/12/17 Item 9 minutes record JF to confirm figures for sale of poppies- this was not on the agenda.

12/12/17 Item 12 AOB discussion on deliveries coming through the village and it was decided to monitor the situation. AOB is not allowed and if not a question from the public under Item 4, should have been on the agenda.

1/3/18 After Item 12 on the minutes at the end, there appears to be discussion and a decision on buying a picnic banch and a frame board. These were not on the agenda.

It should be noted that decisions should be made by councillors after they have had time to adequately inform themselves of the pertinent facts.
The Council would appear to fulfil the open and transparent requirement in the decision making process.

I return the form duly completed and would ask that you submit the fee of £150 payable to A. James at the above address.

Yours sincerely

A. James

