

## THORVERTON PARISH COUNCIL

**MINUTES** of the Meeting of Thorverton Parish Council held at the Memorial Hall, Silver St, Thorverton on Tuesday 10<sup>th</sup> June at 7:30pm.

### **PRESENT**

Cllr Stuart Crang  
Cllr Andrew Foster  
Cllr John Hodge  
Cllr Stephanie Shelton  
Cllr Graham Sims  
Cllr Bryanna Uglow  
Cllr Andy Price (Vice-Chairman)

### **ABSENT**

None

### **IN ATTENDANCE:**

District Cllr Steve Keable  
One member of the public  
Jim Roberts (Clerk and RFO)

## **1 Election of Chair**

No Cllr came forward to be Chair at this point in the meeting (see para 11.1 below).  
Council **RESOLVED** to ask Cllr Crang to chair this meeting.

**Prop** Cllr Shelton **Sec** Cllr Foster

## **2 Declarations of Interest**

Cllr Uglow is the nominated Councillor on the Thorverton Memorial Hall committee.  
Cllr Foster is the Chairman of the Thorverton Community Land Trust Board on which Cllr Uglow is the Parish Council's nominated Board member. Cllr Hodge declared he was a member of TCLT.

## **3 Apologies**

None.

## **4 Public Open Session**

No issues were raised.

## **5 Minutes**

The minutes for May will be approved at the next meeting.

## **6 External Reports**

### **6.1 County Councillor**

Council thanked C/Cllr Keable for his written report and discussed some ongoing DCC matters in the Parish. Council will provide C/Cllr Keable with a list of ongoing issues.

### **6.2 District Councillor**

D/Cllr Roberts had sent apologies that he could not attend and offered his assistance with any District Council matters.

### **6.3 Saturday Market**

There has not been a Saturday Market since the last meeting.

## **7 Planning, Consultations and Events**

### **7.1 Planning Decisions**

#### **7.1.1 25/00464/HOUSE 57 Silver St 2 storey side extension APPROVED**

Council **NOTED** this decision.

### **7.2 Planning Applications**

#### **7.2.1 [25/00690/CLU](#) Perry Barn, Perry Farm Certificate Lawfulness for dwelling**

Council **RESOLVED** to make no comment on this application.

**Prop** Cllr Hodge **Sec** Cllr Price

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**7.2.2 25/00709/FULL Thorverton Cricket Club** New cricket pavilion  
Council **RESOLVED** to support this application. **Prop** Cllr Shelton **Sec** Cllr Uglow

**7.2.3 25/00539/HOUSE Bell Cottage, The Bury** Erection of a porch  
Council **RESOLVED** to make no comment on this application.

**Prop** Cllr Hodge **Sec** Cllr Price

**7.2.4 25/00748/CLU Overshed EX5 5PS** Certificate Lawfulness for dwelling  
Council **RESOLVED** to make no comment on this application.

**Prop** Cllr Hodge **Sec** Cllr Price

### **7.3 Consultations**

**7.3.1 Thorverton Pre-School** Change of leadership  
Council **NOTED** this change but had no comments to make.

### **7.4 Events**

#### **7.4.1 Armed Forces Day Event at MDDC**

Unfortunately no Councillors are available to attend this event.

#### **7.4.2 Planning Training**

Cllr Uglow and the clerk will attend this training online and other Councillors will advise the clerk if they wish to attend.

## **8 Projects**

### **8.1 New Cemetery**

Council noted the Cemetery Working Group's report and received advice that there was now some urgency as the Church's plots are nearly full (only two left with a possibility that it could be one after a recent village bereavement).

The Working Group confirmed that the entrance to the road is the same as the original planning application but the one onto the footpath will be moved a few metres because this will best fit the internal layout. The clerk was urged to submit the planning application and he asked for an outline plan. Council **RESOLVED** to ask the clerk to obtain an outline plan and submit the planning application. **Prop** Cllr Price **Sec** Cllr Hodge  
Council thanked the Working Group for the two plans submitted and discussed various aspects of the internal layout. It is planned that entire area will not be consecrated to allow for a spoil area for the gravediggers. The working group is encouraged to finalise the plans as they think best. Council is grateful to Cllr Price for offering to survey for cables if he can obtain the equipment

### **8.2 Subscription to Rural Services Network**

Cllr Price felt that the funding details provided by RSN have been useful.

Council **RESOLVED** to not subscribe at this time but use the free email & the RSN website for 6 months and review in January when the precept and budget are set.

**Prop** Cllr Foster **Sec** Cllr Uglow

### **8.3 Food Truck in the Quarry Car Park**

The clerk had been contacted about a food truck and had told the proprietors that permission couldn't be obtained before their planned date. The truck that was advertising a visit on Facebook did use the Quarry Car Park but it is not known if it is the same people.

Council **PROPOSED** that food trucks would be allowed in the car park.

**Prop** Cllr Price **Sec** Cllr Shelton **Voting: For** Cllrs Price, Shelton & Sims

**Against** Cllrs Foster, Hodge & Uglow Cllr Crang as Chair gave his casting vote against to preserve the status quo.

The resolution was not carried.

### **8.4 Grant to South West Ambulance NHS Foundation Trust**

The GGWG (Cllr Hodge) had reviewed the application and recommended that Council donate £100.

Council **RESOLVED** to donate £100 to this cause.

**Prop** Cllr Hodge **Sec** Cllr Price

Cllr Uglow abstained, Cllr Shelton & Sims voted against this resolution.

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## 8.5 Barliabins

Council discussed the report kindly submitted by Cllr Uglow. Council asked the Working Group to liaise directly with handyman about a limb that needs removing and the need for spraying. Council encouraged the Working Group to decide on the colour of the bench etc.

## 8.6 Salmon Run 2025

Council is pleased that the Salmon run is coming on 20<sup>th</sup> September 2025 and is happy for them to use the Jubilee Green as usual

## 8.7 Allotments

Two allotments seem to have been abandoned and the clerk has not had any joy with the tenants. Action will be taken as follows:

Plot No 22 Cllr Shelton will make discreet enquiries.

Plot No 4 Clerk will approach the tenant.

## 9 Recreation Ground

### 9.1 Financial Report for May

Nil spend in May. A strap has broken on the cradle springs and the seats are cracked on 2 springs. Wetpour is needed for the roundabout and the mower needs a service.

Enquiries will be made with alternative suppliers. Council **RESOLVED** that up to £700 + VAT will be spent on servicing the mower. **Prop** Cllr Crang **Sec** Cllr Hodge

Council **RESOLVED** that the spare parts for the cradle swings will be purchased (up to £250 + VAT). **Prop** Cllr Shelton **Sec** Cllr Hodge

### 9.2 Basketball Hoop & Surface

The hoop is due to be delivered and the surface will be done after installation. The working group will organise installation of the hoop.

### 9.3 Damage from footballs & grant for nets

The football club have been given the details of the funding opportunity for the net.

### 9.4 Lottery Bid

No reply from the National Lottery by the time of this meeting.

### 9.5 Information & No Dogs sign

Council asked the clerk to thank the Football Club for the secretary's efforts to stop dogs accessing the Rec. His efforts are very much appreciated.

No sign available at this meeting.

## 10 Grounds Maintenance

### 10.1 Contractor Work for the month

See Barliabins work above (para 8.5)

The weeds in the cobbles and the gutters in The Bury are now overgrown and very untidy (from the Doctor's surgery to the old dairy is dreadful). This will be a priority this month. Council considered another Tidy Up day in September. Silver St vegetation is overgrown and walking on the pavement is impossible and this will be reported on the Report-a-Problem webpage.

### 10.2 Cobbles

Council is happy to have pay a little more increase in costs due to the hardness of the concrete.

## 11 Council Administration

### 11.1 Election of Vice-Chair and Allocation of Working Party Roles

Council discussed the position of Chair and the issues the role faces.

Council **RESOLVED** to elect Cllr Shelton as Chair from July's meeting onwards.

**Prop** Cllr Foster **Sec** Cllr Crang.

Council **RESOLVED** to elect Cllr Price as Vice-Chair.

**Prop** Cllr Crang **Sec** Cllr Uglow

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The allocation of Councillor responsibilities & Working Group roles was postponed to the next meeting.

## **11.2 Review of Council Orders and Policies**

Postponed to next meeting

## **11.3 Financial Authorisation**

Dealt with at May's meeting.

## **11.4 Dates and Times of Meetings**

Dealt with at May's meeting.

## **12 Accounts and Annual Governance and Accountability Return (AGAR)**

### **12.1.1 Accounts for 2024-2025**

Council **RESOLVED** to approve the accounts as presented. The Chairman duly signed them (see Appendix A). **Prop** Cllr Foster **Sec** Cllr Price

### **12.2.2 Budget Review 2024-25**

Council **RESOLVED** to approve the budget vs actual report for 2024-25 (see Appdx B).

### **12.2 AGAR Internal Audit**

Council **RECEIVED** the internal audit and noted the report (see Appendix C).

### **12.3 AGAR Governance**

Council **RESOLVED** to approve the Annual Governance Statement for 2024-25 (see Appdx D). The Chairman duly signed the document. **Prop** Cllr Crang **Sec** Cllr Foster.

### **12.4 AGAR Accounting**

Council **RESOLVED** to approve the Annual Accounting Statement for 2024-25 (see Appdx E). The Chairman duly signed the document. **Prop** Cllr Crang **Sec** Cllr Foster.

### **12.5 Notice of Public Rights**

Council **NOTED** the contents (see Appendix F) and clerk will send a copy to Cllr Shelton to go on Facebook.  
*[One member of the public left at 10:05pm]*

## **13 Finance**

**13.1** Council **NOTED** the current bank balance of £66,119.83 (1<sup>st</sup> May 2025)

### **13.2 Payments**

Council **RESOLVED** to make the following payments:

<b>13.2.1 P Clapham</b>	Professional fees for internal audit	£	<b>127.20</b>
<b>13.2.2 BRN Fitch</b>	Grounds Maintenance in May inv BF20250055	£	<b>512.83</b>
<b>13.2.3 P Marshall</b>	Cobbles repair in The Bury	£	<b>210.00</b>
<b>13.2.4 Hospiscare</b>	Grant (see 2025-05 p2 para 8.4.1)	£	<b>100.00</b>
<b>13.2.5 Millenium Green Trust</b>	Grant (see 2025-05 p2-3 para 8.4.2)	£	<b>50.00</b>
<b>13.2.6 J P Roberts</b>	Clerk pay for May	£ 517.46	
	Reimbursement for cobbles repair materials	£ 51.71	<b>£ 569.17</b>

**Prop** Cllr Hodge **Sec** Cllr Shelton


## **14 Next Meeting**


The next meeting will be held at 7:30pm on Tuesday 15<sup>th</sup> July at the Memorial Hall.

There being no further business the Chairman closed the meeting at 10:16pm.

Signed ..... Date .....  
Cllr Steph Shelton, Chair

ANNUAL ACCOUNTS -- THORVERTON PARISH COUNCIL -- 2024-25						
Bank Statements	Current Acct	Reserve Acct	Other	Total	Payments & Receipts	Total
Opening balances 1st April 2024	£ 24,748.60	£ 37,288.87		£ 62,037.47	Opening balances 1st April 2021	£ 62,037.47
					Payments	£ 34,629.52
					Receipts	£ 27,292.92
Closing Balances 31st March 2025	£ 16,884.33	£ 37,816.54		£ 54,700.87	Closing Balances 31st March 2022	£ 54,700.87
Imbalance £ -						
Allocated Reserves at 01-Apr-24						
New Cemetery Funding	£ 28,562.00				Allocated Reserves at 31-Mch-25	
Defibrillator Funding	£ -				New Cemetery Funding	£ 18,417.00
Night Landing Site Funding	£ 1,068.00				Defibrillator Funding	£ -
Covid Funding	£ 487.85				Night Landing Site Funding	£ 1,068.00
Play Equipment Funding	£ 6,000.00				Covid Funding	£ 372.30
Tool Store Funding	£ 2,700.00				Play Equipment Funding	£ 9,732.00
Elections	£ 2,000.00				Tool Store Funding	£ -
Allotment Deposits	£ 450.00				Elections	£ 2,000.00
Arch Dig Interpretation Board	£ 2,310.00				Allotment Deposits	£ 525.00
					Arch Dig Interpretation Board	£ 2,310.00
					Charging Points	£ 2,000.00
Total	£ 43,577.85				Total	£ 36,424.30
General Reserve					General Reserve	
Bank Balance - Ringfenced Resrvs	£ 18,459.62				Bank Balance - Ringfenced Resrvs	£ 18,276.57

Prepared by  
  
Jim Roberts  
Clerk & Responsible Financial Officer  
Thorverton Parish Council  
Date 9 June 2025


Approved by Thorverton Parish Council  
  
Signed  
Clr S. Craig  
Chair  
Date 10<sup>th</sup> June 2025

Minute Ref para 12.1.1 2025-06 p4

Chair Initials

ANNUAL ACCOUNTS -- THORVERTON PARISH COUNCIL -- 2024-25						
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Opening balances 1st April 2024	£ 24,748.60	£ 37,288.87		£ 62,037.47	Opening balances 1st April 2024	£ 62,037.47
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Imbalance £ -						
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Arch Dig Interpretation Board						£ 2,310.00
Charging Points						£ 2,000.00
General Reserve						
Bank Balance - Ringfenced Resrvs						£ 18,276.57

Prepared by




Jim Roberts

Clerk & Responsible Financial Officer

Thorverton Parish Council

Date 9 June 2025

Approved by Thorverton Parish Council



Signed

Cllr S. Gang

Chair

Date 10<sup>th</sup> June 2025

Minute Ref

para 12.1.1 2025-06 p4

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## Appendix C

### Annual Internal Audit Report 2024/25

THORVERTON PARISH COUNCIL

<https://www.thorvertonparishcouncil.org.uk/Finance.aspx>

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

23/05/2025

P.E. CLAPHAM IA(NEWS)

Signature of person who carried out the internal audit



Date 23/05/2025

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Annual Governance and Accountability Return 2024/25 Form 2  
Local Councils, Internal Drainage Boards and other Smaller Authorities

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## Appendix D

### Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Thorverton Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

10/06/2025

and recorded as minute reference:

2025-06 para 12.3 p4

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

[http://www.thorvertonparishcouncil.org.uk/Home\\_1465.aspx](http://www.thorvertonparishcouncil.org.uk/Home_1465.aspx)

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## Appendix E

### Section 2 – Accounting Statements 2024/25 for

Thorverton Parish Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	53,615	62,036	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	17,763	20,529	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	5,121	6,764	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	5,780	7,893	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	8,683	26,736	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	62,036	54,700	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	62,037	54,701	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	69,987	69,987	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
<b>For Local Councils Only</b>			
	Yes	No	N/A
11a. Disclosure note re Trust funds (including charitable)			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

*J.P.R.*  
Date 09/06/2025

I confirm that these Accounting Statements were approved by this authority on this date:

10/06/2025

as recorded in minute reference:

2025-26 p4 para 12.4

Signed by Chair of the meeting where the Accounting Statements were approved

*S. J. Long*

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Chair  
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## Appendix F

### THORVERTON PARISH COUNCIL

#### NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (EXEMPT AUTHORITY)

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

Local Audit and Accountability Act 2014 Sections 25, 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)

#### NOTICE

1. Date of announcement

11<sup>th</sup> June 2025

2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review.

Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2025, these documents will be available on reasonable notice by application to:

Jim Roberts  
Clerk to Thorverton Parish Council  
10 The Glebe  
Thorverton EX5 5LS

commencing on Monday 16<sup>th</sup> June 2025

and ending on Friday 26<sup>th</sup> July 2025

3. Local government electors and their representatives also have:

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The smaller authority's AGAR is only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is:

PKF Littlejohn LLP (Ref: SBA Team)  
15 Westferry Circus  
Canary Wharf  
London E14 4HD  
([sba@pkf-l.com](mailto:sba@pkf-l.com))

5. This announcement is made by

  
.....  
Jim Roberts, clerk

.....  
Chair  
Initials