

## **North Nibley Parish Council: AGAR 2019/20.**

Please find attached the Council's AGAR for 2019/20.

The background to this report is that the Clerk to the Council, following sign-off of the 2018/19 AGAR at the Council's 1 July 2019 Meeting, immediately went on long term sick leave. The Clerk resigned and left the Council on 31 March 2020.

During this interim period it was discovered that the Clerk had taken no action on the AGAR. Only through luck did the Council discover it had not been sent to PKF Littlejohn LLP. One of our Councillors stepped in and belatedly sent the AGAR to PKF Littlejohn LLP on 25 September 2019.

Furthermore the former Clerk had failed to take any action following advice from the Internal Auditor on a number of controls and checks. These matters have been further uncovered in this year's Internal Audit. Regrettably the Internal Audit Report only went to the former Clerk who portrayed matters to the Council as if there were no problems with it. This has been addressed and this year's Internal Audit report is being sent to both the Chairman and Acting Clerk.

The Council have now taken action to correct all these matters and to put in place appropriate procedures.

### **I provide below answers to issues raised in Section 1 of the Annual Governance Statement 2019/20.**

2. Although the checks and controls were in place and were carried out, they were not done so regularly. Furthermore the Clerk failed to correctly record the actions and decisions of the Council, in the appropriate minutes of Council Meetings.

4. The Former Clerk took no action before or after the 1 July 2019 Meeting to publish the Council's "Notice of the audit". This was only done by the Council in late September when the Council discovered these failings. (Exchange of letters with PKFLittlejohn LLP confirm this).

5. The Council does have the appropriate level of insurance and this was reviewed in May 2019 at the renewal stage. However, whilst checks were carried out, as the Internal Audit has revealed, the Clerk failed to properly document these matters. Procedures have been put in place to meet this requirement.

7. The Clerk apparently took no actions following the Internal Audit in 2019. At the meeting at which the Internal Audit was discussed the Clerk reported to Council that the Internal Audit had been complimentary. The Council has subsequently addressed the issue raised by the 2018/19 Audit and put in place procedures to ensure this doesn't happen again.

Ken Brown,

**Chairman of North Nibley Parish Council.**