

MIDDLETON CHENEY

Parish Council



Parish Meeting Room
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Middleton Cheney
Banbury
Oxon
OX17 2LR

PKF Littlejohn LLP (REF:SBA Team)
1 Westferry Circus
Canary Wharf
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14th May 2021

Dear Sir/Madam

Annual Return for the year ending 31st March 2021

Hopefully by now you have received my letter dated 10th May, 2021 and documents relating to the Annual Return?

The reason for writing is to advise you on matters relating to last year's audit and to apologise for not updating in my letter dated 10th May.

1. Internal Auditor's comments.
 - a. I did enclose answers to our Internal Auditor's questions but I did not address the concerns raised regarding the Internal Controls Councillor (ICC) non-compliance last year albeit an improvement this year – after several reminders by the Chair.
 - b. We had 2 Cllrs who volunteered and as you know from last year, I gave reasons why they had not carried out the internal controls i.e. relating to work commitments and family commitments. Anyway, moving on
 - i. one stepped down being a Cllr and
 - ii. one carried out virtual meetings with me via Zoom in January and April where no issues were raised on how governance is maintained.
 - c. One of our Cllrs has asked me to forward to you a paper outlining his opinions concerning this year's AGAR which I have enclosed. This is a revised document based on a previous paper issued by him to all Cllrs and myself prior to our Council meeting on the 4th May. The points raised were fully discussed at that meeting and resulted in actions required by the Council going forward. These actions are detailed in the enclosed Appendix and have formed part of the Agenda item 21/782. At the meeting all Councillors agreed that the actions suggested were a collective responsibility.
 - d. Also enclosed, for your reference, is a document I issued outlining the End of Year Accounts approval process which I sent to all Councillors prior to the meeting of the 4th May. This has also been sent to all of the new Councillors coming on board since the elections on 6th May.
2. External Auditor's comments
 - a. My comments above hopefully show we tried as a Council i.e. The Chair and myself reminding ICCs of their roles and why.

If, as mentioned in my letter of 10th May, I can be of any further help, please let me know.

Yours faithfully

Val Furniss (Mrs)
Clerk/RFO
c.c. Cllr. Sue Jerrams Coughtrey - Chair

Chairman: Cllr. Sue Jerrams Coughtrey
Vice Chairman: Cllr. Kristian Burgess
Clerk: 01295 713500 - Email: clerk@middletoncheney.org.uk