



Our ref: 979/1616272

28 August 2024

Mr R Evans
Beadesert and Henley In Arden Joint Parish Council
Joseph Hardy House
150 High Street
Henley in Arden
B95 5BS

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Oakley House
Headway Business Park
3 Saxon Way West
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T 01536 461900

Moore East Midlands
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PE2 6PZ
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www.moore.co.uk

Dear Mr Evans

Annual Governance and Accountability Return for the Year ended 31 March 2024

Please find enclosed the signed External Audit Report to accompany your Annual Governance and Accountability Return for the year ended 31 March 2024.

We also enclose a note of our charges based on the fixed rate audit fee as set by the Smaller Authorities' Audit Appointments Ltd.

Authorities who have not claimed exemption

Regulation 13 of the Accounts and Audit Regulations 2015 stipulate that Authorities, who are not inactive Authorities, must publish the following (including on the Authority's website):

- (a) The audited version(s) of the Statement of Accounts and Annual Governance Statement
- (b) The auditor's certificate and opinion
- (c) Any public interest report or other recommendation of the auditor.
- (d) A form of Notice of Conclusion of Annual Audit

We draw your attention to the following points:

- It was noted on review that the announcement of the Period for Public Rights was the same date as the approval of Section 2 of the Annual Governance and Accountability Return. Regulations 12 – 15 of the Accounts and Audit Regulations 2015 set out the order required to be followed when approving, announcing and publishing the Return and related documents in order to satisfy the Public Rights requirements. The Return must be approved prior to the Notice being published and we note that the minutes support approval ahead of publication. Best practice is that the Notice is published no sooner than the day following the approval meeting and the Public Rights period commences no sooner than the next working day after that so that this is more easily demonstrated.
- The council originally submitted the AGAR for a different council. The correct AGAR was then submitted. On review of the website the correct AGAR had been published so we have no concerns. The council should take care to submit the correct AGAR to us.

A template Notice of Conclusion of Audit form is available on our website using the following link <https://www.moore.co.uk/sectors/public-sector/smaller-authorities>.



This notice must also state that an elector may inspect those documents at all reasonable times and without payment. The address and times when this inspection may be carried out must also be given.

Yours sincerely

A handwritten signature in black ink that reads 'Moore' in a cursive script.

Moore

Encs.