

From: Emma Prince
Sent: 08 August 2017 15:46
To: fristonpcclerk@btopenworld.com
Subject: FW: Issues arising report [BDO-UK.FID5031279]

Dear Mrs Forster

I have just reviewed your file and I note that we raised an issue concerning the maintenance of your minutes. On reviewing the query I note that we did not request signed minutes and so this issue should not have been raised.

I also note that you have forwarded copies of the signed minutes in question.

Kind regards

MRS EMMA PRINCE ACA
Senior Manager - Southampton Prof Bus Assurance
+44(0)2380881912 (DDI)
+44(0)2380881701 (Fax)
+44(0)7903150521 (Mobile)
emma.prince@bdo.co.uk
(Working Monday, Tuesday and Thursday)

For and on behalf of BDO LLP
Arcadia House
Maritime Walk - Ocean Village
Southampton SO14 3TL
UNITED KINGDOM
+44 (0)23 8088 1737
www.bdo.co.uk



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The following issues have been raised as we have detected issues with the governance arrangements of the smaller authority. It is recommended that the smaller authority consider these matters and decide what action to take to improve the governance arrangements as soon as possible.

Minutes not initialled

What is the issue?

The smaller authority produced printed minutes, which were submitted for audit purposes. The pages were not maintained in accordance with the Local Government Act 1972, Schedule 12, para 41.

Why has this issue been raised?

This smaller authority submitted minutes for audit purposes which were not maintained in accordance with schedule 12, paragraph 41(2) of the Local Government Act 1972.

What do we recommend you do?

The smaller authority should ensure with immediate effect that if a loose leaf minute book is maintained the loose leaf pages are consecutively numbered, paragraphs are referenced, they should be signed by the chairman presiding at the meeting they are approved at and each page is initialled by the person signing the minutes.

Minutes must be maintained in accordance with the Local Government Act 1972.

Further guidance on this matter can be obtained from the following source(s):

Local Council Administration, 7th Edition, Charles Arnold-Baker, Chapter 7

No other matters came to our attention.

For and on behalf of
BDO LLP

Date: 30 July 2017
