

Do the Numbers Limited
37 Upper Brownhill Road
Southampton, SO16 5NG
023 8077 2341
15th May 2020

Deborah Drodge, Clerk
Denny Lodge Parish Council
40 Sweyns Lease
East Boldre,
SO42 7WQ

Dear Deborah,

Subject: Review of matters arising from Internal Audit for 31 March 2020

Please find below the list of matters arising following my visit today. The review was carried out during the COVID lockdown and appropriate allowance has been made for such. I found the records and systems of the council to be in extremely good order and that the review went well..

Control area	Issue	Recommended Action
Annual Return approval	For the last two years the AGAR was approved after the legal deadline. Approval of Section 1 and Section 2 and the exemption form should always be before the deadline	The full form is ready for approval and should be published on the website. As the council is exempt from External Audit, PKF will issue no report or certificate.
AGAR approval	The minute of the approval of the AGAR was not in accordance with the guidance.	Please ensure that the minutes clearly show S1 and then S2 being approved by members.
Electronic banking	Due to the timings of meetings and previous issues with getting documents from the bank, it would be beneficial for electronic payments to be introduced. <i>(also raised last year)</i>	The geography of the parish and the timing of meetings show that electronic banking would be for the benefit of the clerk, members and the electors.
Remote meetings	The council has not yet had a remote meeting so has not adopted a scheme of delegation or carried out its regular business. This should be restarted.	Guidance on remote meetings is available from NALC here Methods for making zoom work in areas with very poor internet can be seen by the clerk on this SLCC page

Please find enclosed my invoice for the agreed fee. If either you or the members of the council have any queries, please do not hesitate to contact me.

Regards



Eleanor S Greene