

Do the Numbers Limited  
37 Upper Brownhill Road  
Southampton, SO16 5NG  
023 8077 2341  
14<sup>th</sup> May 2021

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 2021**

Please find below the list of matters arising following my visit today. 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 three years the council has not approved its AGAR by the required date. In 2020 the External Auditor charged a fee.	The AGAR approval deadline is 30 <sup>th</sup> June 2021. The minute must clearly show that Section 1 and Section 2 were approved in that order.
Members Interest forms	DPI forms should include home addresses, whether the property is owned, rented or otherwise.	Please could all members update their forms at the June meeting.
Website Transparency	There are some pages on the website with out of date information or broken links. The Transparency requirements are <a href="#">here</a>	Over the coming months, all members should check the website and notify the Proper Officer of any updates needed.

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