



Our ref: 979/1623222

5 September 2024

Mrs Glover  
Edith Weston Parish Council  
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[www.moore.co.uk](http://www.moore.co.uk)

Dear Clerk

### **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.**

- Please note that the notice of public rights form was not provided to us on the initial submission of the AGAR and supporting documentation. Please would you ensure this document is included within the initial submission going forwards.
- It was noted on review of the website that whilst minutes are regularly published for each meeting, the minutes for the 20-05-24 meeting where the AGAR was approved are not present. For consistency, the Council should publish these as soon as possible.

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

**Moore**  
Encs.