

Dear Mr Ramshaw,

Thank you for your email.

Firstly, please accept my apologies for not responding to this sooner. The audit manager who normally deals with such queries is currently on a period of absence so I am covering and it has taking me longer to respond to you than I would have liked.

On the points you have made below, you have correctly provided a 30 working day period for electors to inspect the account, which covers the first 10 working days of July so there is no issue in this respect. Our comment for improvement was focused on the requirement to commence the period as soon as possible after the AGAR was approved. This would ideally have been 03 June 2024 but, as you have explained, the earliest you could have started was 10 June 2024 as you were not available in the week commencing 03 June 2024. This is a satisfactory explanation, so I apologise for our error here. Please be assured that the Council have complied with the requirements and there is nothing to address in this respect.

I apologise again for any confusion this has caused.

I hope this suffices, but please let me know if you need anything further.

Kind regards,

Thomas Backhouse
Audit Manager

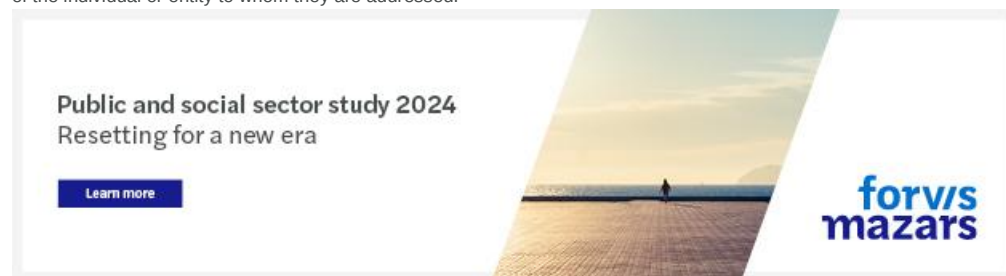
Forvis Mazars
The Corner, Bank Chambers, 26 Mosley Street, Newcastle, NE1 1DF – United Kingdom
Tel: 07890 949 525
thomas.backhouse@mazars.co.uk



forvismazars.com/uk

Follow Forvis Mazars on [LinkedIn](#) | [X](#) | [Facebook](#) | [Instagram](#) | [YouTube](#)

Please consider the environment before printing this email. This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed.



From: clerk@westraintonandleamsidepc.gov.uk <clerk@westraintonandleamsidepc.gov.uk>
Sent: Wednesday, September 4, 2024 11:58 AM

To: Local Councils <Local.Councils@mazars.co.uk>

Subject: West Rainton and Leamside Parish Council - AGAR 2023/24

Alert: This email was sent by an external party

Good morning

I am now in receipt of your findings regarding the AGAR submission for West Rainton & Leamside Parish Council. I have a query regarding the findings.

The findings show an area for improvement:

"Minor scope for improvement in 2024/2025. In undertaking the review of the 2023/24 Annual Governance and Accountability Return it came to our attention that in 2024 the Council has not met the requirements of the 2015 Accounts and Audit Regulations to start the period of 30 working days for the public to inspect the accounts the day after the AGAR was published and to do so as soon as possible after it was approved. The Council should ensure that in 2024/25 they comply with the Regulations."

The notification is on our website: [Exercise-of-Public-Rights-7-June-2024-Unaudited-Accounts.pdf \(westraintonandleamsidepc.gov.uk\)](https://westraintonandleamsidepc.gov.uk/Exercise-of-Public-Rights-7-June-2024-Unaudited-Accounts.pdf)

The notice was published Friday 7th June with the inspection period commencing Monday 10th June. This would then end 19th June.

I believe this is in keeping with your guidance document which stipulates:

Exercise of public rights – calendar guide 2024

3 June is the **earliest** date you can start the inspection period to include the first 10 working days of July (the inspection period would end on 12 July). The Date of Announcement can be either Friday 31 May or Sunday 2 June.

June 2024						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

The day of inspection was the Monday 10th June and as the guidance states either the Friday or Sunday is acceptable. Our notice was published on the Friday.

Would you be able to advise where we went wrong please?

With regards to the inspection being as close as is possible to the approval date, the AGAR was approved at the Councils meeting on 16th May. As the earliest the period of inspection commence is 3rd June, the earliest notification would be the Friday or Sunday prior to the 3rd so there would inevitably be a delay to publishing from approval. I was also on holiday at this time so the publication date and period of inspection was the closest practical date.

Again could you advise how we can improve this so as to learn for next year.
Kind Regards

Mark Ramshaw - Parish Clerk



West Rainton and Leamside Parish Council

T: 07368964142

(Please leave a voice mail - I work at varied times for 10 hrs per week)

E: clerk@westraintonandleamsidepc.gov.uk

W: www.westraintonandleamsidepc.gov.uk

Like us at [Facebook.com](https://www.facebook.com/Westraintonandleamsidepc) / West Rainton and Leamside Parish Council

Forvis Mazars LLP is the UK firm of Forvis Mazars Group, a leading global professional services network. Forvis Mazars LLP is a limited liability partnership registered in England and Wales with registered number OC308299 and with its registered office at 30 Old Bailey, London, EC4M 7AU.

Details about our audit registration can be viewed on the Register of Statutory Auditors' website, under reference number C001139861.

Forvis Mazars Financial Planning Limited and Forvis Mazars Corporate Finance Limited are both registered in England and Wales with Nos. 3172233 and 4252262 respectively. Both companies are wholly owned subsidiaries of Forvis Mazars LLP, are authorised and regulated by the Financial Conduct Authority and have their registered offices at: 30 Old Bailey, London, EC4M 7AU.

This email and any attachments are confidential and may also be subject to legal privilege. If you are not the intended recipient, please notify the sender immediately, and do not disclose the contents to another person, use it for any purpose, store or copy the information in any medium. Please also destroy and delete the message from your computer.

If you currently receive marketing communications from us and no longer wish to do so, please email privacy@mazars.co.uk confirming your choice to unsubscribe.