

ANNUAL RETURN 2023-2024

TENDRING PARISH COUNCIL **PLAN OF ACTION**

1. 'Except for' matters raised in Part 3 of the Annual Return

Section 1, Assertion 1 has been incorrectly completed, the council has not followed adequate budgeting processes. This is consistent with the Internal Auditor's response to Internal Control Objective D. It has also disclosed that it took appropriate action on all matters raised in reports from internal and external audit, by answering 'Yes' to Section 1, Assertion 7, which, given we raised the same issue in the prior year, is not correct.

Measures taken to address these issues

- The Clerk will ensure that due budgeting and System of Internal Control is closely monitored, together with the Chairman in accordance with the proper practices and duties of the council.
The clerk will also create a supporting report to accompany the Internal Auditor's report, reflecting their response to all elements of the audit.
The corrective action will be evidenced on the 2024-25 AGAR.

2. 'Except for' matters raised in Part 3 of the Annual Return

Section 1, Assertion 4 has been incorrectly completed, the parish council did not correctly provide for a period of public rights and did not comply with the publication requirements of the 2022/23 AGAR. This is consistent with the Internal Auditor's response to Internal Control Objective M and N.

Measures taken to address these issues

- Owing to the parish council employing a qualified clerk, respective training allows for the correct administration of the AGAR and the facilitation of the public's right to view.

3. 'Except for' matters raised in Part 3 of the Annual Return

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR: Section 2, Box 2, the annual precept, does not agree to the figure published by the precepting authority. The figures in Boxes 2 and 3 should read £15,000 and £17,487 respectively. All grants, including Council Tax Support Grant, should be shown in Box 3, as per the guidance notes on the AGAR.

Measures taken to address these issues

- The Clerk will ensure that any additional Local Council Tax Support (LCTS) distributed from the District Council will be shown within the figures of Box 3 as opposed to Precept box.

Tendring Parish Council resolved to adopt on Monday 28th October 2024