Cantley, Limpenhoe and Southwood Parish Council
Clerk to the Council: Mrs Anne Tandy
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20 June 2024

Mrs Tina Newby
33 Tudor Rose Way
Harleston
Norfolk
IP20 9QH

Dear Mrs Newby,

Thank you for your very thorough review of Cantley Parish Council for 2023-24. We have reviewed your report and noted the points you have raised. We make the following comments:

- The Procurement threshold has been correctly aligned between the Financial Regulations and Standing Orders and uploaded to the website.
- The Parish Precept request forms for 2022-23, 2023-24 and 2024-25 have all been added to the website.
- The asset register has been checked and the AGAR amended to show the correct amount. This was due to realising the defibrillator listed was not owned by the Council and it being removed.
- The 'insured assets' is significantly higher than the asset register due to the mooring pontoons being covered on the Council's insurance but listed on the Charity asset register. Once the issues with the charity are resolved there will be a full review of all practices including insurance which will address this matter.
- The 2022-23 AGAR is now on the website.
- We are working through the Transparency Code requirements and will ensure that all information is uploaded by September 2024.
- The December minutes have been replaced on the website.
- An ICO Model Publication Scheme will be drawn up as soon as possible.
- The CIL return for 2023-24 will be completed and uploaded to the website.
- The Council have considered the matter of the working at home allowance and the guidance you have provided. We have also been presented with guidance prepared by SLCC dated 31 May 2023 and discussed with NPTS and we are satisfied that the current practice is within the up-to-date guidance.
- We will ensure the Declarations of Interest are signed and the Register of Interests completed and submitted to BDC as soon as possible.

It is acknowledged that last years audit was lacking in some areas due to staffing issues but we are pleased to see that we are back on track.

Thank you again for a very thorough audit and the support you have provided.

Yours sincerely

Anne Tandy

Anne Tandy
Parish Clerk
On behalf of Cantley Parish Council