## **MINUTES**

## **OF THE EXTRAORDINARY INTERNAL AUDIT SUTTON PARISH COUNCIL MEETING**

## **CROWSTONE PREP SCHOOL, FLEET HALL LANE, SHOPLAND ROAD, ROCHFORD, SS4 1LH**

## **ON WEDNESDAY 23rd JULY 2025 AT 7 PM.**

## **Extract:**

**33 25-26** **The Internal Audit Report/AGAR Form 2 - 2024-25:**

i To receive, discuss and sign to complete:

i The Clerk read the conclusions of J P Watkins & Co (the Internal Auditors) Report, to the Council.

ii The Clerk read the Exemption Certificate declaration (Page 3, AGAR 2024-25).

Iii The Clerk read the Internal Audit report (Page 4, AGAR 2024-25).

iv The Clerk introduced The Section 1, The Annual Governance Statement (Page 5, AGAR 2024-25),

N.B: PKF have given their advice on the Sutton AGAR being delayed until the 23 July 25.

This was due to the illness of the Internal Auditor who, was not able to complete his appraisal of the

Sutton Accounts in time for the official 30th June 25, time limit.

This action is reflected in the above Annual Governance Statement (Page 5, AGAR 2024-25),

v The Clerk introduced The Section 2, the Accounting Statements 22-23 (Page 6, AGAR 2024-25),

vi To record that all AGAR 2024=25 documents and the Cash Book 24-25 will be available on the PC website.

vii Publication of the Public Rights to view the Accounts from 1st July 2025.

ii The Clerk reported the costs involved with the 2024-25 requirement to install and use a formal

[**clerk@suttonwithshopland-pc.gov.uk**](mailto:clerk@suttonwithshopland-pc.gov.uk) email address for all PC work.

i Resolved; the ‘Parish Online’ email [**clerk@suttonwithshopland-pc.gov.uk**](mailto:clerk@suttonwithshopland-pc.gov.uk) and website.

Proposed by Councillors: Mr R Gaylor, seconded by Mrs A Coutts and agreed by all.