

South Hinksey Parish Council

Exercise of Public Rights in Relation to Accounts for the Year Ended 31st March 2016

The Council failed to ensure that the period of 30 working days for the Exercise of Public Rights in relation to the Accounts for the year ended 31st March 2016 included the first ten working days of July.

The factors which led to this failure and the steps the Council has taken to prevent its recurrence are as follows:

Inexperience and inadequate knowledge of the new Clerk	The Council paid for the new Clerk to attend a half-day's training course in January 2017 with the Oxfordshire Association of Local Councils on Preparing for Audit and End of Year Procedures.
Insufficient working hours of the new Clerk	The (then) Chairman Cllr Maggie Rawcliffe asked the new Clerk to keep records of his hours worked and these have been presented to the Council which has kept the Clerk's contract under review and increased his hours of work.
Failure to review key documents annually	The Council created a process for drawing up the 2017-18 budget that included a review of the Risk Assessment and of the Clerk's pay and hours. The Council created an agenda for its 2017 Annual Meeting that included review of all major documents such as Standing Orders, Financial Regulations, etc.
Errors in Parts 1 and 2 of the Annual Return	The Council did not complete Parts 1 and 2 of the Annual Return for 2017-18 until after it had received the Internal Auditor's Report and, as the Clerk had sent draft Accounting Statements for 2016-17 to the Internal Auditor, the Council was able to make a number of recommended changes.
Vacancy for Chairman	As none of the councillors was prepared to stand for the position of Chairman 2016-17, one of the Councillors agreed to stand down in October 2016 and a new member was co-opted in November 2016 with a view to them taking on the vacant post of Chairman, which they did in February 2017.

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