**Present:** Wiltshire Councillor & Parish Councillor Richard Britton (Chair)

Councillors – Juliet Jervis, Ann Stephenson, Keith Rodger, Anthony Shore, Carl Roberts

**Also Present:** Morna Marler-Roe (Clerk)

1 Member of the Public attended

Report from Wiltshire Councillor & Parish Councillor Richard Britton on Wiltshire Council news:

1. To receive apologies for absence, Cllr Karen Western
2. To receive a report from the Clerk regarding the preparation of the accounts for the AGAR submission.

MMR (Clerk) was asked by RB to explain the problems she had encountered with the AGAR forms. She expounded on the mathematical errors going back to 2019/2020 which had been compounded in the following years. Some amounts do not tally with the figures in the bank account. There was some general discussion, a few questions asked and answered.

RB proposed that the PC draw a line under the matter from 2022/2023 and that we proceed from a fresh starting point. Seconded by KR. All members voted in favour.

1. MMR drew the council’s attention to cheque number 62 dated 7th December 2021. The stub shows a figure of £220 being pay for the previous Clerk, but the amount actually drawn was £240. This cannot be reconciled. There is no audit trail associated with this cheque, rough KR felt that as pay for the Clerk the cheque should have been minuted.\* RB stressed that all cheques in future should be traceable by invoice and minutes etc to ensure a complete audit trail. \*MMR TO SEEK OUT MENTION OF THIS IN APPROPRIATE MINUTES.
2. To decide on the appointment of Internal Auditors.

New Internal Auditors need to be found to deal with the matter going forward.

MMR was invited by Cllr RB to talk about the research she had done into suitable internal auditors. Options:

Mulberry - £70 per hour est 3 hours

Eleanor Greene/ Do the Numbers - £175 based on 3 hours

There was general discussion of the pros and cons of the options including whether they wanted to handle all the assessment remotely or meet face to face. Remote assessment would require all historical documents to be scanned and emailed which all agreed was a considerable task.

Cllr Shore suggested that we should get at least 2 quotes, but as some prices were fixed it was generally felt this unnecessary.

Cllr RB invited MMR to include her personal preference for working with auditors and she initially expressed a desire to work with Mulberry as they provide a team approach so there is always someone available. However they do work remotely. After some more general discussion MMR decided to go with Eleanor Greene as she will work face to face for a fixed fee. Cllr RB proposed this and it was seconded by Cllr Shore all voted in favour.

19:26 Meeting Closed