



Tingewick Parish Council

To:
PKF Littlejohn LLP

Dear Sirs

**Re: Explanation Letter – Annual Governance & Accountability Return (AGAR)
2021/22**

I am writing in regard to the Annual Governance Statement and where the council was not compliant with parts 1. To 8.

Firstly, the council has experienced significant difficulties in maintaining its financial processes primarily due to:

1. Operating remotely during the Covid pandemic which disrupted our normal way of conducting council business.
2. The failure of our clearing bank to provide a correct and timely service (resulting in the bank paying financial compensation to the council for its unsatisfactory performance).
3. A change to the personal circumstances of the Clerk which caused a lapse in maintaining full financial transparency and budgetary control.

The consequence of the above was the council did not meet the AGAR publication requirements for 2021/22 but also years 2019/20 and 2020/21.

We have since reviewed our processes and controls and appointed an internal auditor. Their report is appended to our Return.

We accept in full the internal audit comments and recommendations, and have set out a plan of corrective actions, some have already been instigated (e.g. regular and timely bank reconciliations).

I am confident the corrective actions to be undertaken will ensure the council will meet the publication requirements for 2022/23, and we look forward to receiving your external audit report in due course.

Yours faithfully

*Right foot
Tingewick Parish Chair*