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The following issues have been raised as we have detected issues with the governance arrangements of the smaller authority. It is recommended that the smaller authority consider these matters and decide what action to take to improve the governance arrangements as soon as possible.

#### **Amendments to annual return**

##### *What is the issue?*

The annual return had to be returned for amendment.

##### *Why has this issue been raised?*

The annual return as submitted had not been prepared in accordance with legislation or proper practices and required amendment.

##### *What do we recommend you do?*

The smaller authority should ensure that the annual return is fully and correctly prepared in future years.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners Guide, NALC/SLCC

#### **Minutes not signed or initialled**

##### *What is the issue?*

The smaller authority produced printed minutes, which were submitted for audit purposes. The pages were not maintained in accordance with the Local Government Act 1972, Schedule 12, para 41.

##### *Why has this issue been raised?*

This smaller authority submitted minutes for audit purposes which were not maintained in accordance with schedule 12, paragraph 41(2) of the Local Government Act 1972.

##### *What do we recommend you do?*

The smaller authority should ensure with immediate effect that if a loose leaf minute book is maintained the loose leaf pages are consecutively numbered, paragraphs are referenced, they should be signed by the chairman presiding at the meeting they are approved at and each page is initialled by the person signing the minutes.

Minutes must be maintained in accordance with the Local Government Act 1972.

Further guidance on this matter can be obtained from the following source(s):

Local Council Administration, 7th Edition, Charles Arnold-Baker, Chapter 7

**No other matters came to our attention.**

For and on behalf of  
BDO LLP

Date: 30 August 2017

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