

The following issue(s) have been raised to assist the readers of the annual return. They require no action to be taken by the council.

Minute references

What is the issue?

No minute reference has been entered in section 2 of the annual return. In addition, the minute reference date entered in section 1 of the annual return is incorrect.

We have reviewed the minutes of the smaller authority and believe that the correct minute reference for section 1 and section 2 is '12'. The correct minute reference date for both sections is 21 June 2016.

Why has this issue been raised?

The approval of the annual return has not been fully disclosed in accordance with the requirements.

What do we recommend you do?

The smaller authority must ensure in future years that the approval of the annual return is adequately disclosed.

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
