

Malmesbury Town Council

(ENGLAND'S OLDEST BOROUGH - CHARTER GRANTED 880)



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Richard Spencer-Williams
Town Clerk

PKF Littlejohn LLP (Ref: SBA Team)
1 Westferry Circus
Canary Wharf
London E14 4HD

26.6.19

Re: 2018/19 AGAR

To whom it may concern,

In support of this year's AGAR I would like to make the following supporting points;

1. **I would like to notify yourselves that I am the new Town Clerk**, having been in post since 1.4.19.
2. **In explanation of our 'NO' assertions in boxes 5 and 7** – the internal audit report made the same points in the previous years audit report; in terms of this Councils need to tighten its financial practices, controls, and overall risk management. There was a failure to act on the internal Auditor's recommendations last year and as such I considered and advised the Council to assert a 'NO' response to both assertions.

I think implications of the internal auditor's recommendations have been recognised and more fully understood now by all members of Malmesbury Town Council, and there is full support and momentum in firming up practices if and where possible to reduce financial risk.

I am confident within in the next two months these matters will have been rectified.

Notable by;

- the implementation of new electronic banking and financial practices that ensure due transparency, accountability, and less risk.
- the creation and adoption of a comprehensive Risk Management Scheme.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'R Spencer-Williams'.

Richard Spencer – Williams
Town Clerk