

**Do the Numbers Limited**  
37 Upper Brownhill Road  
Southampton, SO16 5NG  
023 8077 2341

10<sup>th</sup> May 2021

Jo Gadney, Clerk,  
Barton Stacey Parish Council  
Banyuls, Greenacres  
Barton Stacey  
Winchester  
SO21 3RH

Dear Jo,

**Subject: Matters arising from Internal Audit year ended 31 March 2021**

Please find below the list of matters arising following my visit today.

Overall I found the records of the council to be in exemplary order and that the visit went very well.

<b>Control area</b>	<b>Issue</b>	<b>Recommended Action</b>
Minute signing	At the date of the audit visit, one set of minutes had not been signed by the chairman.	Please ensure that this is done in advance of approval of the AGAR
Members interests	It would appear that some councillors have not included their home address on their DPI forms. A person has an 'interest' even if they are not the owner, particularly for the purposes of local planning applications.	Please could all members review and update their forms at the next available meeting.
Pavilion rebuild	This project will be ongoing for the next year at least.	Asset additions should be included on the register when they are brought into use / signed across to the council.

Please find attached my invoice for the agreed fee.

If either you or your members have any queries, please do not hesitate to contact me.

Regards



Eleanor S Greene