


Highley Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2023

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for Highley Parish Council for the year ended 31 March 2023 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
<p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Highley Parish Council on application to:</p> <p>(a) <u>Holly Bawkett / Alison Palmer</u> <u>Highley Parish Council office,</u> <u>The Severn Centre, Highley,</u> <u>WN16 6JG</u></p> <p>(b) <u>Monday to Thursday 9-5</u></p>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any person on payment of £ <u>2</u> (c) for each copy of the Annual Governance & Accountability Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) <u></u></p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) <u>28/09/23</u></p>	<p>(e) Insert the date of placing of the notice</p>



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For payments by cheque, please return the remittance advice with your payment to:
 PKF Littlejohn LLP, Credit Control (SBA), 5th Floor, 15 Westery Circus, Canary Wharf, London E14 4HD
 For payments by credit transfer, our bank details are:-
 HSBC Bank plc
 Address: 1-3 Bishopsgate, London, EC2N 3AQ
 Sort Code: 40-02-31
 Account number: 11070797
 Account Name: PKF Littlejohn LLP
 Please include SH0082 or Highley Parish Council as the reference.
 For account queries, contact sba@pkf-l.com

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.htm>

TOTAL PAYABLE	£504.00
VAT @ 20%	£84.00
TOTAL NET	£420.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2023	£420.00

Professional services rendered in connection with the following:

INVOICE

Our ref: SH0082
 SAA Ref: SB04281
 Invoice No. SB20232461
 VAT No. GB 440 4982 50
 Email: sba@pkf-l.com
 Date: 25 September 2023

Ms Alison Palmer
 Highley Parish Council
 Highley Parish Council
 Severn Centre
 Bridgnorth Road
 Highley
 WV16 6JG