

From the Town Clerk



WIMBORNE MINSTER TOWN COUNCIL  
Town Hall, 37 West Borough, Wimborne Minster,  
Dorset, BH21 1LT

Phone/Fax: 01202 881655  
email: [office@wimborne.gov.uk](mailto:office@wimborne.gov.uk)  
web: [www.wimborne.gov.uk](http://www.wimborne.gov.uk)

Dear Councillor

21 September 2017

You are summoned to attend a meeting of the **TOWN COUNCIL** to be held on **TUESDAY 26 SEPTEMBER 2017** at 7.30 pm in the **COUNCIL CHAMBER**, Town Hall, West Borough, Wimborne Minster.

**COUNCILLORS ARE REMINDED TO BRING WITH THEM TO THIS MEETING ANY WRITTEN REPORTS TO COMMITTEES TO WHICH THEY MAY WISH TO REFER.**

Yours sincerely

A handwritten signature in black ink, appearing to read 'Laura Denton'.

Town Clerk

#### **PUBLIC QUESTION TIME**

Before commencement of the formal agenda, members of the public are invited to ask questions of the Council at the Chairman's discretion.

#### **A G E N D A**

- 1 Apologies for absence.
- 2 To confirm the Minutes of the **TOWN COUNCIL MEETING** held on 29 August 2017 (pages 7166, 7167 and 7168).
- 3 To receive the Minutes of the **PLANNING & ENVIRONMENT COMMITTEE** held on 5 September 2017 (pages 7169, 7170 and 7171).
- 4 To receive the Minutes of the **PERSONNEL COMMITTEE** held on 8 September 2017 (page 7172). Please note the recommendation contained in confidential minute 88/373.
5. To receive the Minutes of **RESOURCES COMMITTEE** held on 19 September 2017 (pages 7173 and 7174).
- 6 **EXTERNAL AUDIT OF ACCOUNTS 2016/17**  
To receive the External Auditor's Certificate and opinion for the financial year ended 31 March 2017 (copy herewith). The Auditor had no comments to make.
- 7 **DORSET COUNTY COUNCILLOR'S REPORT**



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- 8 EAST DORSET DISTRICT COUNCILLORS' REPORTS (if any).
- 9 TOWN MAYOR'S REPORT
- 10 TOWN COUNCIL REPRESENTATIVES' REPORTS (if any).

**LOCALISM ACT 2011 and CODE of CONDUCT**

Members are reminded to comply with those elements of the Localism Act and the Town Council's Code of Conduct in respect of disclosable pecuniary interests.

**GENERAL CONDUCT**

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety and Human Rights.

**TO ALL MEMBERS OF THE TOWN COUNCIL**

# Section 3 – External auditor report and certificate

In respect of:

Enter name of  
smaller authority here:

WIMBORNE MINSTER TOWN COUNCIL

## 1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

## 2. 2016/17 External auditor report

(Except for the matters reported below)\* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

(continue on a separate sheet if required)

## 3. 2016/17 External auditor certificate

We certify/~~do not certify~~\* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

\* We do not certify completion because:

External auditor signature

BDO LLP

External auditor name

BDO LLP Southampton  
United Kingdom

Date

6/4/17

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

