

# APPENDIX 5

## Claygate Parish Council PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS ACCOUNTS FOR THE YEAR ENDED 31 March 2016

Local Audit And Accountability Act 2014  
Accounts and Audit Regulations 2015 (SI 2015/234)

Claygate Parish Council's annual return needs to be reviewed by an external auditor appointed by Public Sector Audit Appointments Limited. Any person interested has the right to inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers and receipts and other documents relating to those records or documents.

These documents for Claygate Parish Council are to be made available on reasonable notice by application between the hours of 9.00 am and 5.00 pm on working days (excluding public holidays).

Commencing on 01 July 2016  
And  
Ending on 11 August 2016

If you wish to view them then please contact the named smaller authority representative:

Name Zak Keshavjee  
Position in Smaller Authority Parish Clerk and Responsible Financial officer  
Address Claygate Parish Council  
Claygate Village Hall,  
Claygate  
KT10 0TP  
Phone number 01372 467000

Local electors and their representatives have rights to question the auditor about the accounts and object to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. The auditor can be contacted at the address below for this purpose during the inspection period which commences on **01 July 2016** and ends on **11 August 2016**.

The smaller authority's annual return is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice.

The appointed auditor of Claygate Parish Council is:

BDO LLP, Arcadia House, Maritime Walk, Ocean Village, Southampton, SO14 3TL  
Telephone: 023 8088 1941