



Stratfield Mortimer Parish Council Report

Date 03/06/2026

Full Meeting

Supporting Report for Assertion M - Appendix 26-036 4.f

Following an internal review, the Council identified that the publication of the AGAR documentation on the Council website occurred one day later than required. This arose due to a miscommunication within the office regarding the publication timetable.

The Council takes its statutory obligations seriously and has implemented additional procedural controls to prevent a recurrence. The following measures have now been introduced:

Preparation of an agreed AGAR timetable in advance of the audit period.

The timetable is now shared between the Clerk and Deputy Clerk to ensure clear allocation of responsibilities and oversight.

Introduction of a formal AGAR compliance checklist covering all statutory publication and submission deadlines.

Key stages and deadlines are now diarised in advance within the office calendar system.

Completion of actions is required to be formally reported back to the Clerk for verification and monitoring.

Publication dates and statutory periods are now subject to a secondary cross-check prior to publication.

Internal review points have been added during the AGAR process to ensure deadlines are monitored throughout the audit period rather than immediately prior to submission.

The Council considers these measures proportionate and sufficient to strengthen internal controls and ensure full compliance with AGAR publication requirements going forward.

Miss Danielle Davis

03/06/2025