

# APPENDIX 7

**Conwy Town Council**  
**NOTICE OF APPOINTMENT OF DATE FOR THE**  
**EXERCISE OF ELECTORS' RIGHTS**  
**ACCOUNTS FOR THE YEAR ENDED 31 March 2016**  
Public Audit (Wales) Act 2004  
Accounts and Audit (Wales) Regulations 2014 (SI 2014/337)

This notice will be displayed from 30 May 2016 to 12 June 2016

Each year the body's annual return is audited by an auditor on behalf of the Auditor General for Wales and any person interested has the opportunity to inspect and make copies of the annual return and all books, deeds, contracts, bills, vouchers and receipts relating to them.

These documents for Conwy Town Council are to be made available on reasonable notice by application between the hours of 9am and 1pm on Mondays to Fridays (excluding public holidays).

Commencing on	<u>13 June 2016</u>
And	
Ending on	<u>08 July 2016</u>

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

Name	<u>MRS H BARRITT</u>
Position in Body	<u>TOWN CLERK &amp; RESPONSIBLE FINANCIAL OFFICER</u>
Address	<u>GUILDHALL</u>
	<u>ROCK HILL STREET</u>
	<u>CONWY</u>
	<u>LL32 8LQ</u>
Phone number	<u>01492 596254</u>

Local electors and their representatives also have the opportunity to question the Auditor General about the accounts and the right to attend before the Auditor General and make objections to the accounts or any item in them. Written notice of an objection must first be given to the Auditor General via the auditor and a copy sent to the body. The auditor on behalf of the Auditor General can be contacted at the address below for this purpose from the 11 July 2016 until the audit has been completed.

The body's audit is being conducted under the provisions of the Public Audit (Wales) Act 2004, the Accounts and Audit (Wales) Regulations 2014 and the Auditor General for Wales' Code of Audit Practice.

The audit of Conwy Town Council is being carried out by:

BDO LLP  
Arcadia House  
Maritime Walk  
Ocean Village  
Southampton  
SO14 3TL  
029 2034 2777

# APPENDIX 8

## Councils' Accounts: A Summary of Your Rights

### *The basic position*

By law any person interested has the right to inspect the body's accounts. If you are entitled and registered to vote in local council elections then you (or your representative) also have the right to ask the Auditor General questions about the body's accounts or challenge an item of account contained within them.

### *The right to inspect the accounts*

When your body has finalised its accounts for the previous financial year it must advertise that they are available for people to look at. Having given reasonable notice of your intentions, you then have 20 working days to look through the accounts and supporting documents. You will be able to make copies of the accounts and the relevant documents although you may have to pay a copying charge.

### *The right to ask the auditor questions about the accounts*

You can only ask the Auditor General questions about the accounts. The Auditor General does not have to answer questions about the body's policies, finances, procedures or anything else not related to the accounts. Your question must be about the accounts that they are auditing. The Auditor General does not have to say whether he thinks something the body has done, or an item in its accounts, is lawful or reasonable.

### *The right to object to the accounts*

If you think that the body has spent money that they shouldn't have done, or that someone has caused a loss to the body deliberately or by behaving irresponsibly, you can object to the Auditor General by sending a formal 'notice of objection', which **must be in writing** to the address below. You must tell the Auditor General why you are objecting. The Auditor General must reach a decision on your objection. If you are not happy with that decision, you can appeal to the courts.

You may also object if you think that there is something in the accounts that the Auditor General should discuss with the body or tell the public about in a 'public interest report'. Again, **you must give your reasons in writing** to the Auditor General at the address below and send a copy to the body. In this case, the Auditor General must decide whether to take any action. The Auditor General will normally, but does not have to give reasons for his decision and you cannot appeal to the courts. More information is available from the Wales Audit Office's website.

You may not use your 'right to object' to make a personal complaint or claim against your body. You should take these complaints to your local Citizens' Advice Bureau, local Law Centre or your solicitor. You may also be able to complain to the Public Services Ombudsman for Wales if you believe that a Member of the body has broken the Code of Conduct for Members. The Ombudsman can be contacted at: 1 Old Field Rd, Pencoed, Bridgend CF35 5LJ, (1 Ffordd yr Hen Gae, Pencoed, CF35 5LJ) tel: 01656 641150.

### *What else you can do*

Instead of objecting, you can give the Auditor General information that is relevant to his responsibilities. For example, you can simply tell the Auditor General if you think that something is wrong with the accounts or you identify waste and inefficiency in the way the body runs its services. You do not have to follow any set time limits or procedures. The Auditor General does not have to give you a detailed report of his investigation into the issues you have raised, but he will usually tell you the general outcome.

### *A final word*

Local Government Bodies, and so local taxpayers, must meet the costs of dealing with questions and objections. When the Auditor General decides whether to take your objection further, one of a series of factors he must take into account includes the costs that will be involved. He will only continue with the objection if it is in the public interest to do so. If you appeal to the courts, you might have to pay for the action yourself.

More detailed information on your rights is contained in the FREE Wales Audit Office publication **Councils' Accounts - Your rights**. You will find it on the Wales Audit Office website at [https://www.audit.wales/sites/default/files/download\\_documents/council\\_accounts\\_your\\_rights\\_english.pdf](https://www.audit.wales/sites/default/files/download_documents/council_accounts_your_rights_english.pdf) It is available in English and Welsh language versions.

If you wish to contact your body's appointed external auditor on behalf of the Auditor General please write to: BDO LLP, Arcadia House, Maritime Walk, Ocean Village, Southampton, Hampshire SO14 3TL.