

Bridport Town Council
Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2025

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014
Accounts and Audit Regulations 2015 (SI 2015/234)

1. The audit of accounts for Bridport Town Council for the year ended 31 March 2025 has been completed and the accounts have been published.

2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Bridport Town Council on application to:
 - (a) Sally Freemantle, Town Clerk
Bridport Town Council
Mountfield
Rax Lane
Bridport DT6 3JP

 - (b) Monday to Friday, 9.30 to 4.30 pm

2. Copies will be provided to any person on payment of:
 - (c) £10 for each copy of the Annual Governance & Accountability Return.

 - (d) Announcement made by: Lisa Pinch, Responsible Financial Officer

 - (e) Date of announcement: 29th September 2025

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Bridport Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed			'Yes' means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
	✓			

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

24/06/2025

and recorded as minute reference:

24 (ii)

Signed by the Chair and Clerk of the meeting where approval was given:

X AR
Chair

X WA
Clerk

Anne Rickard
[Signature]

www.bridport-tc.gov.uk

Section 2 – Accounting Statements 2024/25 for

Bridport Town Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	512,967	571,417	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	844,484	1,032,114	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	895,105	970,254	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	783,189	847,198	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	897,950	1,171,098	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	571,417	555,489	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	568,880	568,025	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	7,081,265	7,256,362	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

L. Pinch

Date

23/5/2025

I confirm that these Accounting Statements were approved by this authority on this date:

24/06/2025

as recorded in minute reference:

24 (iii)

Signed by Chair of the meeting where the Accounting Statements were approved

Anne Rickard

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of **EN Bridport Town Council ITY**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

(continue on a separate sheet if required)

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

The smaller authority should give consideration to their level of reserves as, after accounting for earmarked reserves, general reserves are low. The Practitioners Guide notes that the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority’s general reserve is that this should be maintained at between three and twelve months of net revenue expenditure, dependent on the size and activity level between councils. The smaller authority’s general reserves represent less than three months of expenditure.

(continue on a separate sheet if required)

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

ENTER N.BDO LLP E Southampton.UDITOR

External Auditor Signature  **SIGNATURE REQUIRED** Date **22 September 2025**

Annual Governance & Accountability Return for the year ended 31 March 2025

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014
Accounts and Audit Regulations 2015 (SI 2015/234)

- The audit of accounts for Bridport Town Council for the year ended 31 March 2025 has been completed and the accounts have been published.
- The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Bridport Town Council on application to:
 - Sally Freemantle, Town Clerk
Bridport Town Council
Hounthfield
Rax Lane
Bridport DT6 3JP
 - Monday to Friday, 9.30 to 4.30 pm
- Copies will be provided to any person on payment of:
 - £10 for each copy of the Annual Governance & Accountability Return.
 - Announcement made by: Lisa Pinch, Responsible Financial Officer
 - Date of announcement: 29th September 2025

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Bridport Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		Yes matters that this authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund/trusts, including financial reporting and, if required, independent examination or audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

24/06/2025

and recorded as minute reference:
24 (ii)

Signed by the Chair and Clerk of the meeting where approval was given:

X AP
Chair: *Anna Rickard*
Clerk: *[Signature]*

www.bridport-tc.gov.uk

Section 2 – Accounting Statements 2024/25 for

Bridport Town Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	512,967	571,417	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	844,484	1,032,114	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	895,105	970,254	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	783,189	847,198	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	897,950	1,171,098	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	571,417	555,489	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	568,880	568,025	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	7,081,265	7,256,362	The value of all the property the authority owns – It is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A
11a. Disclosure note re Trust funds (including charitable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11b. Disclosure note re Trust funds (including charitable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval
L Pinch
Date: 23/5/2025

I confirm that these Accounting Statements were approved by this authority on this date:
24/06/2025
as recorded in minute reference:
24 (iii)

Signed by Chair of the meeting where the Accounting Statements were approved
Anna Rickard

Section 3 – External Auditor's Report and Certificate 2024/25

In respect of

EN Bridport Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a limited assurance review is set out by the National Audit Office (NAO). A limited assurance review is not a full statutory audit, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would.

The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>).

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

(continue on a separate sheet if required)

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

The smaller authority should give consideration to their level of reserves as, after accounting for earmarked reserves, general reserves are low. The Practitioners Guide notes that the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure, dependent on the size and activity level between councils. The smaller authority's general reserves represent less than three months of expenditure.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

ENTER NIBDO LLP - Southampton AUDITOR

External Auditor Signature

EDD LLP
SIGNATURE REQUIRED

Date

22 September 2025 YY

29/09/2025

Attachment details



Bridport Town Council
Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2025

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014
Accounts and Audit Regulations 2015 (SI 2015/234)

1. The audit of accounts for Bridport Town Council for the year ended 31 March 2025 has been completed and the accounts have been published.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Bridport Town Council on application to:
 - (a) Sally Freemantle, Town Clerk
Bridport Town Council
Hounfield
Rax Lane
Bridport DT6 3JP
 - (b) Monday to Friday, 9.30 to 4.30 pm
2. Copies will be provided to any person on payment of:
 - (c) £10 for each copy of the Annual Governance & Accountability Return.
 - (d) Announcement made by: Lisa Pinch, Responsible Financial Officer
 - (e) Date of announcement: 29th September 2025

Document Preview

Uploaded on: 29 September 2025

Uploaded by: [bridporttc](#)

File name: AGAR-Final-with-Notice-of-Conclusion-of-Audit-2024.25.pdf

File type: application/pdf

File size: 2 MB

Title

Caption

Description

File URL:

[Copy URL to clipboard](#)

Required fields are marked *

Video URL

Downloads/Views [Track downloads and views with PDF Embedder](#)

CONFLICT OF INTEREST WITH BDO LLP

To be completed annually and minuted at a meeting of the smaller authority.

Name of Smaller Authority	Bridport Town Council
---------------------------	-----------------------

I confirm that there are no conflicts of interest with BDO LLP.

I confirm the following conflicts of interest (please detail below):

This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference
24/06/2025	24 (iv)

Signed (Clerk/RFO)



Print Name WILL Austin

X AR

Signed (Chair)



Print Name CLLR ANNE RICKARD

Lisa Pinch

From: Andy Beams <andy@mulberrylas.co.uk>
Sent: 12 July 2025 09:45
To: Lisa Pinch
Subject: Re: Internal Audit Services
Attachments: Internal Audit Engagement Letter.docx

Hi Lisa

Thanks for your email and I'm delighted that you are recommending our appointment.

In terms of the information you have requested, I can confirm that we meet the required competencies and have considerable experience in the sector, with now over 300 clients across the country.

We have professional indemnity insurance, and we can confirm we have no conflicts of interest with the council.

I've attached a copy of our template engagement letter for reference.

If you require any other information, please let me know.

kind regards

Andy Beams
Director, Mulberry Local Authority Services Ltd
Tel: 07428 647069
Web: www.mulberrylas.co.uk



Members of the [Internal Audit Forum](#)



WARNING: This message is intended only for the person to whom it is addressed. It may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you are not the intended recipient of this message you are requested to destroy it immediately. Unauthorised use of this communication and its attachments is not permitted. When addressed to our clients any opinions or advice contained within this communication are subject to the terms and conditions expressed in the engagement letter.

Mulberry Local Authority Services Ltd, Eastgate House, Dogflud Way, Farnham, Surrey GU9 7UD. Company Number: 15566682. Directors: Mark L Mulberry BA (Hons) FCCA CTA, Nicky Mulberry, Andy Beams CiLCA, Anna Beams CiLCA.

From: Lisa Pinch <Lisa.Pinch@bridport-tc.gov.uk>
Sent: 09 July 2025 14:56
To: Andy Beams <andy@mulberrylas.co.uk>

Cc: Daryl Chambers <Daryl.Chambers@bridport-tc.gov.uk>

Subject: RE: Internal Audit Services

You don't often get email from lisa.pinch@bridport-tc.gov.uk. [Learn why this is important](#)

Dear Andy

I hope you are well.

Further to my recent e-mail, I would like to advise it is our intention to recommend to members that we appoint Mulberry Local Authority Services as our Internal Auditor. This will happen at the next Council Meeting in September and has the support of myself as RFO (in post from 1st April 2025), acting Town Clerk (Daryl Chambers) and new Town Clerk from 1st August (Sally Freemantle).

As this is a new working relationship, we would suggest an initial 1-year contract which would then be reviewed and renewed if appropriate. This is of course subject to members' approval

It would be very helpful to support our recommendation to members if you could provide information to evidence that Mulberry meets the following essential competencies:

- understanding basic book-keeping and accounting processes; where an authority exceeds the £200,000 threshold, this understanding must include accrual accounting and balance sheets;
- understanding the role of internal audit in reviewing systems rather than undertaking detailed checks that are more appropriately the responsibility of management;
- awareness of relevant principles and practice of financial and other risk management;
- understanding proper practices in relation to governance and accounting requirements within the legal framework and powers of smaller authorities, as set out in Sections 1 and 3 of this guide (knowledge of which is a prerequisite);
- awareness of the most recent model Standing Orders and model Financial Regulations as published by NALC and how they are adopted by authorities;
- awareness of the relevance of VAT and PAYE/NIC rules as applied to the authority;
- for larger authorities, a clear understanding of the risks and controls associated with 'cut off' procedures, particularly with respect to revenue-generating activities.

Please could you advise if Mulberry LAS has Professional indemnity insurance which provides both Bridport Town Council and Mulberry LAS with protection and assurance.

Please would you also confirm that there are no conflicts of interest between Mulberry LAS and the officers / members of Bridport Town Council.

Also, please advise if you charge travel expenses from Surrey to Dorset for 1 or 2 visits a year.

Are you able to provide a proposed Letter of Engagement to cover suggested:

- roles and responsibilities
- audit planning and timing of visits
- reporting requirements
- rights of access to information, members and officers
- period of engagement
- remuneration
- any other matters required for the management of the engagement by the authority

Do let me know if you need information from me to provide answers. The following is perhaps a starting point:

- Precept: £1,191,075

- Accounting system (to be implemented during August and backdated for the full 2025/26 financial year): Rialtas
- Turnover in 2024/25: £2,002,368

I look forward to hearing from you.

Kind regards, Lisa

Lisa Pinch
Finance & Office Manager
Bridport Town Council
Mountfield
Bridport
DT6 3JP

01308 456722

From: Andy Beams <andy@mulberrylas.co.uk>
Sent: 24 June 2025 10:29
To: Lisa Pinch <Lisa.Pinch@bridport-tc.gov.uk>
Cc: Daryl Chambers <Daryl.Chambers@bridport-tc.gov.uk>; Sally Freemantle <Sally.Freemantle@bridport-tc.gov.uk>
Subject: Re: Internal Audit Services

Hi Lisa

Thanks for your email and I hope you'll enjoy your role with the council.

Yes, our quotation is still valid and we'd be delighted to work with the council is appointed.

If either Sally or you have any questions relating to the audit process, please feel free to get in touch.

Kind regards

Andy Beams
Director, Mulberry Local Authority Services Ltd
Tel: 07428 647069
Web: www.mulberrylas.co.uk

WARNING: This message is intended only for the person to whom it is addressed. It may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you are not the intended recipient of this message you are requested to destroy it immediately. Unauthorised use of this communication and its attachments is not permitted. When addressed to our clients any opinions or advice contained within this communication are subject to the terms and conditions expressed in the engagement letter.

Mulberry Local Authority Services Ltd, Eastgate House, Dogflud Way, Farnham, Surrey GU9 7UD. Company Number: 15566682.
Directors: Mark L Mulberry BA (Hons) FCCA CTA, Nicky Mulberry, Andy Beams CiLCA, Anna Beams CiLCA.

From: Lisa Pinch <Lisa.Pinch@bridport-tc.gov.uk>
Sent: 23 June 2025 15:54
To: Andy Beams <andy@mulberrylas.co.uk>
Cc: Daryl Chambers <Daryl.Chambers@bridport-tc.gov.uk>; Sally Freemantle <Sally.Freemantle@bridport-tc.gov.uk>
Subject: RE: Internal Audit Services

You don't often get email from lisa.pinch@bridport-tc.gov.uk. [Learn why this is important](#)

Dear Andy

Following your e-mail to Will in April, I wanted to get in touch to introduce myself as the new Finance & Office Manager at Bridport Town Council.

Will has resigned from Bridport Town Council and we are currently awaiting the arrival our new Town Clerk, Sally Freemantle. Sally starts with us on 1st August 2025 and we will then look to appoint a new Internal Auditor. Please could you advise if your quote remains valid and if you would still be happy to provide your services at that time. Thank you.

Kind regards, Lisa

Lisa Pinch
Finance & Office Manager
Bridport Town Council
Mountfield
Bridport
DT6 3JP

01308 456722

From: Andy Beams <andy@mulberrylas.co.uk>
Sent: 06 April 2025 19:19
To: Will Austin <Will.Austin@bridport-tc.gov.uk>
Subject: Internal Audit Services

Hi Will

Thank you for your email and for inviting us to provide a quotation to Bridport Town Council for the provision of internal audit services from 2025/26.

I have attached our quotation for 2025/26 which I hope is self-explanatory. As you will see, we normally offer either a one or three-year engagement period, with the hourly rate fixed throughout the chosen term. I note you are also seeking costs for a five-year engagement period, and if appointed for five years I would be happy to honour the quoted hourly rate for the full term of the contract.

I have also attached a copy of the 2024/25 internal audit guide we issued to all our existing clients, which will give you further details on how we carry out our audits. The guide is updated annually and will be issued shortly after completion of the 2024/25 year-end internal audits.

We provide a wide range of other financial support services at discounted rates to our internal audit clients, with more information available on our website, including details of a Finance & Governance Networking Day we are organising in the summer.

Among our existing council clients are many large Town Councils with complex financial arrangements, and any of the councils listed below would be happy to provide references if required:

Andover Town Council	townclerk@andovertc.co.uk
Burgess Hill Town Council	graham@burgesshill.gov.uk

Chichester City Council	k.martin@chichestercity.gov.uk
East Grinstead Town Council	d.chambers@eastgrinstead.gov.uk
Folkestone Town Council	roland.domingo@folkestone-tc.gov.uk
Godalming Town Council	finance@godalming-tc.gov.uk
Haywards Heath Town Council	steven.trice@haywardsheath.gov.uk
Lowestoft Town Council	sarahfoote@lowestofttowncouncil.gov.uk
Salisbury City Council	sbishop@salisburycitycouncil.gov.uk
Sandwich Town Council	finance@sandwichtowncouncil.gov.uk

Our team of auditors are all sector specialists and include the Internal Audit Forum's representative on the Smaller Authorities Proper Practices Panel (SAPPP) which has replaced JPAG.

If you require any further information, please let me know.

kind regards

Andy Beams
 Director, Mulberry Local Authority Services Ltd
 Tel: 07428 647069
 Web: www.mulberrylas.co.uk

WARNING: This message is intended only for the person to whom it is addressed. It may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you are not the intended recipient of this message you are requested to destroy it immediately. Unauthorised use of this communication and its attachments is not permitted. When addressed to our clients any opinions or advice contained within this communication are subject to the terms and conditions expressed in the engagement letter.

Mulberry Local Authority Services Ltd, Eastgate House, Dogflud Way, Farnham, Surrey GU9 7UD. Company Number: 15566682. Directors: Mark L Mulberry BA (Hons) FCCA CTA, Nicky Mulberry, Andy Beams CiLCA, Anna Beams CiLCA.

This e-mail and any files transmitted with it are intended solely for the use of the individual or entity to whom they are addressed. It may contain unclassified but sensitive or protectively marked material and should be handled accordingly. Unless you are the named addressee (or authorised to receive it for the addressee) you may not copy or use it, or disclose it to anyone else. If you have received this transmission in error, please notify the sender immediately. Any views expressed in this message are those of the individual sender, except where the sender specifies and with authority, states them to be the views of Bridport Town Council. Virus checking: Whilst all reasonable steps have been taken to ensure that this communication and its attachments are free from viruses, Bridport Town Council accepts no liability in respect of any loss, cost, damage or expense suffered as a result of accessing this message or any of its attachments. For information on how Bridport Town Council processes your information, please see <https://www.bridport-tc.gov.uk/privacy-policy>

This e-mail and any files transmitted with it are intended solely for the use of the individual or entity to whom they are addressed. It may contain unclassified but sensitive or protectively marked material and should be handled accordingly. Unless you are the named addressee (or authorised to receive it for the addressee) you may not copy or use it, or disclose it to anyone else. If you have received this transmission in error, please notify the sender immediately. Any views expressed in this message are those of the individual sender, except where the sender specifies and with authority, states them to be the views of Bridport Town Council. Virus checking: Whilst all reasonable steps have been taken to

ensure that this communication and its attachments are free from viruses, Bridport Town Council accepts no liability in respect of any loss, cost, damage or expense suffered as a result of accessing this message or any of its attachments. For information on how Bridport Town Council processes your information, please see <https://www.bridport-tc.gov.uk/privacy-policy>

CHANGE OF CONTACT DETAILS 2025-26

Name of Smaller Authority: Bridport Town Council

	Clerk/RFO (Main contact)	Chair
Name	Sally Freemantle (Clerk) Lisa Pinch (RFO)	Cllr Jonathan Bourbon
Address	Bridport Town Council Mountfield Rax Lane Bridport Dorset DT6 3JP	12 West Allington Bridport Dorset DT6 5BG
Work telephone number	01308 456722	01308 456722
Mobile telephone number	07711 999388 (Sally) 07769 330969 (Lisa)	07769 330969
Email address	Sally.freemantle@bridport-tc.gov.uk Lisa.pinch@bridport-tc.gov.uk	Jonathan.bourbon@bridport-tc.gov.uk