

**Council for Licensed Conveyancers
Minutes of the Council meeting held on
Thursday 24 March 2022
5.00 p.m. – 5.20 p.m.
by teleconference**

Council Present

Dame Janet Paraskeva (Chair)	Alan Cogbill
Sarah Debney	Milton James
Sheila Kumar	Andrea Pierce
Teresa Perchard	Jenny Quirke
Sally Szarka	Colin Wilby

CLC in attendance

Ms. A. Cosens	Head of Executive Office
Mr. J. Hinrichsen	Director of Finance and Operations

Mr. M. Smith, Scrutton Bland (External Auditor)

Apologies

There were no apologies for absence.

1. Welcome, Introductions, Declarations of Interest

No interests were declared.

2. Audit and Risk Committee meeting held on 15 March 2022 – Draft Minutes

The draft minutes of the meeting of the Audit and Risk Committee held on 15 March 2022, which had reviewed the Annual Financial Statements, the External Auditor's report and the draft Letter of Representation, were included for information.

The Council **NOTED** the draft minutes of the Audit and Risk Committee meeting held on 15 March 2022.

3. External Auditor's Report Presented to Audit and Risk Committee, 2021 and Letter of Representation)

Mark Smith, Responsible Individual, introduced the external audit of the CLC's financial statements for the year ended 31 December 2021, and which represented an unqualified opinion and draft Letter of Representation. The Audit and Risk Committee had reviewed and commented on the External Auditor's report and its comments had been incorporated.

The Council was informed that the External Auditor is of the opinion that the system of internal control in place at the CLC is appropriate for the size of the organisation and an unqualified opinion is being proposed.

The Council **NOTED** the External Auditor's report.

4. Representation Letter

The Council reviewed the draft Letter of Representation, which had been considered by the Audit and Risk Committee, who had recommended its approval.

The Council's attention was drawn to paragraph 11 of the Letter of Representation, the purpose of which is to provide assurance that the Council's best estimate of Compensation Fund grants payable has been provided.

The Council:

- (1) AGREED** the Letter of Representation; and
- (2) AUTHORISED** the Council Chair and Chief Executive to finalise and sign the Letter.

Action March 22/01: Council Chair and Chief Executive to finalise and sign the letter.

5. CLC Annual Financial Statements 2021

The Director of Finance and Operations introduced the CLC's Annual Financial Statements for the year ended December 2021, which had been reviewed by the Audit and Risk Committee at its meeting on 15 March 2022 whose comments had been incorporated.

The Council:

- (1) APPROVED** the CLC's financial statements for the year ended 31 December 2021; and
- (2) AUTHORISED** the Chair and Chief Executive to make any changes required to finalise and sign the annual financial statements and arrange for their publication.

Action March/22/02: To finalise and publish the Annual Financial Statements

6. Any Other Business

6(a) Vote of Thanks

As this would be the final meeting of the Council for Teresa Perchard and Andrea Pierce, whose terms of office would be ending on 30 April 2022, the Council extended its thanks for 8 years' service to the CLC.