

**Council for Licensed Conveyancers
Minutes of the Council meeting held on
Wednesday 27 March 2025
3.00 p.m. – 3.20 p.m.
by teleconference**

Council Present

Dame Janet Paraskeva (Chair)	Alan Cogbill
Sarah Debney	Milton James
Sheila Kumar Chief Executive	Jenny Quirke
Victoria MacGregor	Sarah Ryan
Sally Szarka	Colin Wilby

CLC in attendance

Audrey Cosens	Head of Executive Office
Jason Hinrichsen	Director of Finance and Operations
Stephen Ward	Director of Strategy and External Relations

Mr. J. Perry, SumerAuditCo (External Auditor)

1. Welcome, Introductions, Declarations of Interest

No interests were declared.

2. Audit and Risk Committee meeting held on 18 March 2025 – Draft Minutes

The draft minutes of the meeting of the Audit and Risk Committee held on 18 March 2025, which had reviewed the Annual Financial Statements (AFS), 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 18 March 2025.

3. External Auditor's Report and Representation Letter

External Auditor's Report for Year Ended 31 December 2024

John Perry, Responsible Individual, introduced the external audit report of the CLC's financial statements for the year ended 31 December 2024. 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 that an unqualified audit opinion is being proposed.

It was confirmed that the CLC had made provision for those investment property claims, the content of which had been established and that Compensation Fund claims, including investment property claims, the nature and content of which

were in the process of being triaged and assessed had appropriately not been provided for on the basis that grants from the CLC's Compensation Fund are awarded on a discretionary basis. The External Auditor advised that an appropriate contingency disclosure in the context of material uncertainty had been made within the CLC's Annual Financial Statements for 2024 and which was consistent with the approach that is taken by other organisations with similar, discretionary provisions for compensation.

Letter of Representation for the Year Ended 31 December 2024

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

In addition to the usual representations, the Council's attention was drawn to a representation at paragraph 29 stating that assessment of eligibility of applications for discretionary grants from the Compensation Fund relating to conveyancing transactions for the purchase of investment properties had not yet commenced and that a decision on whether to support the claims and the level at which any support would be provided would be subject to assessment.

The Council:

- (1) **NOTED** the External Auditor's report
- (2) **AGREED** the Letter of Representation
- (3) **AUTHORISED** the Council Chair and Chief Executive to finalise and sign the Letter of Representation

Action March 25/01: Council Chair and Chief Executive to finalise and sign the Letter of Representation.

4. CLC Annual Financial Statements 2024

The Director of Finance and Operations introduced the CLC's Annual Financial Statements (AFS) for the year ended December 2024, which had been reviewed by the Audit and Risk Committee at its meeting on 18 March 2025 whose comments were detailed within the report.

The Council was advised that the Contingent Liabilities statement at Section 14 of the AFS on page 27, with regard to claims that had been submitted to the Compensation Fund in connection with conveyancing purchases for investment properties, subject to assessment of claim eligibility and determination would represent an operational cost for the subsequent 2025 year.

It was noted that monies had previously been put on account with HMRC to reduce the potential interest liability for unpaid stamp duty and land tax that the CLC may need to settle in connection with two interventions into CLC-regulated practices in 2013 and that the CLC is challenging the payment of interest with HMRC. As the outcome has not been confirmed, the provision that has been made by the CLC remains unchanged from that reported in previous years.

It was agreed to make the following amendment to the draft AFS prior to finalisation:

- Page 26, final sentence to be amended to remove reference to the year 2024 and to read as follows *"These funds are held on statutory trust and are therefore not included as an asset on the statement of the financial position"*.

The Council:

- (1) APPROVED** the CLC's financial statements (*as amended above*) for the year ended 31 December 2024; 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/25/02: To finalise and publish the Annual Financial Statements

5. Any Other Business

There were no other items of business.