



28 September 2010

KPMG LLP  
One Canada Square  
LONDON  
E14 5AG

Dear KPMG LLP,

We understand that auditing standards require you to obtain representations from management on certain matters material to your opinion. Accordingly we confirm to the best of our knowledge and belief, having made appropriate enquiries of all relevant committee members and officers of Newbury Town Council, the following representations given to you in connection with your audit of the financial statements for Newbury Town Council for the year ended 31 March 2010.

All the accounting records have been made available to you for the purpose of your audit and the full effect of all the transactions undertaken by Newbury Town Council has been properly reflected and recorded in the accounting records in accordance with agreements, including side agreements, amendments and oral agreements. All other records and related information, including minutes of all management, Council and Committee meetings, have been made available to you.

We confirm that we have disclosed all material related party transactions relevant to Newbury Town Council and that we are not aware of any other such matters required to be disclosed in the financial statements, whether under FRS 8 *Related Party Disclosures* or other requirements.

We confirm that we are not aware of any actual or potential non-compliance with laws and regulations that would have had a material effect on the ability of Newbury Town Council to conduct its business and therefore on the results and financial position to be disclosed in the financial statements for the year ended 31 March 2010.

We acknowledge that we are responsible for the fair presentation of the financial statements in accordance with the Financial Reporting Standards for Smaller Entities 2008 (FRSSE) and wider UK accounting standards. We have considered and approved the financial statements.

We confirm that we:

- understand the term "fraud" includes misstatements resulting from fraudulent financial reporting and misstatements resulting from misappropriation of assets. Misstatements resulting from fraudulent financial reporting involve intentional misstatements or omissions of amount or disclosures in financial statements to deceive financial statement users. Misstatements resulting from misappropriation of assets involve the theft of an entity's assets, often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing for have been pledged without proper authorisation;
- are responsible for the design and implementation of internal control to prevent and detect fraud and error;
- have disclosed to you our knowledge of fraud or suspected fraud affecting Newbury Town Council involving:
  - (i) Management;
  - (ii) Employees who have significant roles in internal control; or

(iii) Others where the fraud could have a material effect on the financial statements;

- have disclosed to you our knowledge of any allegations of fraud, or suspected fraud, affecting Newbury Town Council's financial statements communicated by employees, former employees, regulators or others, and
- have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

We confirm that the presentation and disclosure of the fair value measurements of material assets, liabilities and components of equity are in accordance with applicable reporting standards. The amounts disclosed represent our best estimate of fair value of assets and liabilities required to be disclosed by these standards. The measurement methods and significant assumptions used in determining fair value have been applied on a consistent basis, are reasonable and they appropriately reflect our intent and ability to carry out specific courses of actions on behalf of Newbury Town Council where relevant to the fair value measurements or disclosures.

We confirm that there are no other contingent liabilities, other than those that have been properly recorded and disclosed in the financial statements. In particular:

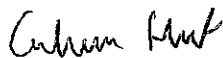
- there is no significant pending or threatened litigation, other than that already disclosed in the financial statements; and
- there are no material commitments or contractual issues, other than those already disclosed in the financial statements.

We consider the effects of uncorrected financial statement misstatements summarised in the accompanying schedule to be immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Finally, no additional significant post balance sheet events have occurred that would require additional adjustment or disclosure in the financial statements, over and above those events already disclosed.

This letter was tabled at the meeting of the full Council on 27<sup>th</sup> September 2010.

Yours faithfully



Graham Hunt  
Chief Executive Officer  
On behalf of Newbury Town Council