

BRAUNSTONE TOWN COUNCIL

28th JUNE 2018

Item 6 – Annual Governance Statement 2017/2018

Purpose

To ensure sound systems of internal control, including the management of risk and the preparation of accounting statements during the financial year ended 31st March 2018 and to recommend to (Policy & Resources Committee and) Council adoption of the Annual Governance Statement 2017/2018.

Background

Under the Regulations it is the Council as a whole that is responsible in law for ensuring that financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of functions and which includes arrangements for the management of risk. Under the regulations, all local councils are required to conduct a review at least once a year of the effectiveness of their system of internal control, in accordance with proper practices.

Annual Governance Statement

As part of the Annual Governance and Accountability Return, the Council has to demonstrate that it is compliant with the statements set out in Section 1, Annual Governance Statement:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

Prepared accounting statements in accordance with the Accounts and Audit Regulations.

- a) *Budgeting:* Following the decision of Blaby District Council to no longer pass on the share of Council Tax Support Grant and New Homes Bonus, the Council reviewed its Medium Term Priorities and Financial Planning arrangements in October and November 2017 and set up a Budget Working Group to review options ahead of each Standing Committee reviewing its priorities and objectives alongside its budget and capital plan requirements for 2018/2019 in December 2017 and January 2018. The Council approved the Business Plan, Capital Plan and budget when setting the precept for 2018/2019 on 25th January 2018.

Each Standing Committee receives a report setting out income and expenditure to date against the budget once each cycle.

- b) *Accounting Records and Supporting Documents:* Operational expenditure transactions are authorised by two account signatories and each Standing Committee receives a list of all expenditure transactions since the previous report.

The Council uses Finance and Facilities Management Software packages provided by Edge IT, which record all transactions and provide tracking and reporting of overdue invoices/receipts and orders/payments.

- c) *Bank Reconciliation*: for the General Operating Account and Payroll Account is undertaken monthly and for the investment account is undertaken quarterly. The Finance System lists transactions to be reconciled and both the reconciliation report and bank statement are signed by the officer reconciling the account and counter signed by the Responsible Financial Officer/Deputy Responsible Financial Officer.
- d) *Investments*: The Council maintains a high interest, 90 day notice account, which contains reserves and surplus' monies.
- e) *Statement of Accounts*: the accounting statements have been submitted:
 - Corporate Governance Sub-Committee, 14th June 2018 (item 8);
 - Policy & Resources Committee, 14th June 2018 (item 8); and
 - will be submitted to Full Council on 28th June 2018 (the deadline date for determining the Accounting Statements is 30th June).

For the purpose of the Regulations, Braunstone Town Council is currently classed as a smaller authority (as defined by the Accounts and Audit Regulations 2011) whose gross annual income or expenditure is less than £6.5 million. Accordingly it is audited under the intermediate level review.

2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

Made proper arrangements and accepted responsibility for safeguarding public money and resources.

- a) *Standing Orders and Financial Regulations*: The Council's systems of internal controls are set out in the Standing Orders and Financial Regulations, which were thoroughly reviewed in May and June 2016, taking into account the Public Contracts Regulations 2015 and other legislative changes and guidance and advice on good practice.

The Council reviews its Standing Orders and Financial Regulations on an annual basis and modifications were approved at the Annual Council Meeting on 11th May 2017.

In addition we have adopted the 'Braunstone Area Office – Operational Instructions and Procedures' for Customer Service Shop transactions.

- b) *Safe and Efficient Arrangements to Safeguard Public Money*: An official order is issued for all work, goods and services except where there is a formal contract. Orders are issued following receipt of a signed requisition request, which must be counter signed by a Manager. Upon receipt of an invoice, payment is authorised by two members of the council or one member of the council and the Executive Officer & Town Clerk, provided they did not issue the order.
All monies received are paid into the bank, usually weekly, the origin of each receipt is entered on the paying-in slip.

The Financial Regulations provide for Policy & Resources Committee to approve banking arrangements, including account signatories, and arrangements for the use of corporate credit cards.

The Responsible Financial Officer and Deputy Responsible Financial Officer have undertaken Finance training provided through the National Association of Local Councils. The Responsible Financial Officer provides financial responsibilities training for all Councillors. New Councillors have also received financial responsibilities training through the National Association of Local Councils.

An assessment of financial risks is attached at Appendix 1.

- c) *Employment:* Employment Contracts, establishment posts and pay scales are approved by the Policy & Resources Committee. Transfer of monies into the payroll account is authorised by two members of the Council. Payment of salaries and expenses are authorised by the Responsible Financial Officer. The Council is a member of the Local Government Pension Scheme and the staging date for auto-enrolment was October 2015.
- d) *VAT:* The Financial Management System records VAT payed and received and produces reports for the Responsible Financial Officer who is responsible for submitting an accurate and timely VAT Return. All VAT Returns were submitted on time. The Responsible Financial Officer and Deputy Responsible Financial Officer have undertaken VAT Training provided through the National Association of Local Councils.
- e) *Fixed Assets and Equipment:* are regularly inspected in accordance with the regulations and the inspection regime set out in the Health & Safety Policy and associated Risk Assessments.

One Asset, play equipment at Franklin Park, was disposed of during the year following fire damage, reported to Policy & Resources Committee and replaced following receipt of tenders and payment of insurance monies.

- f) *Loans and Long Term Liabilities:* The Council anticipated borrowing during the year for the Shakespeare Park Improvement Project; however, slippage in the project timescales meant there was no new borrowing during the 2017/18 financial year.

The Council continued to repay capital and interest on existing Public Works Loan Board loans, for which provision is made in the annual budget and, in accordance with the loan repayment requirements.

- g) *Review of Effectiveness:* an Internal Audit was undertaken by a competent and independent person in May 2018, which will be considered by the Council's Corporate Governance Sub-Committee as part of its wider annual review of effectiveness in order to report to Policy & Resources Committee and Council on compliance with the provisions set out in the Annual Governance Statement.

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 the Council to conduct its business or on its finances.**

Only done what we have the legal power to do and have complied with proper practices in doing so.

- a) *Acting within its powers:* the relevant legal powers for all the Council's activities are listed in the annual Budget and Precept and future estimates report and appendices considered by Policy & Resources Committee in January each year and subsequently approved by Full Council.
- b) *General Power of Competence:* Braunstone Town Council determined on 10th September 2015, that it meet the eligibility criteria in paragraph 2 of the schedule to The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. SI 2012 No. 965 and was an eligible local council for the purpose of completing any activity undertaken in exercise of the General Power of Competence. Where the General Power of Competence is to be used, the details are set out in the report of the Executive Officer & Town Clerk to Committee / Council as appropriate.

During 2017/2018, the power was identified for use should the Town Council take over the management of the Braunstone Town Library Service for Leicestershire County Council (Council 22nd March 2018).

- c) *Regulations and Proper Practices:* The Executive Officer & Town Clerk reports to Committee when regulations require a change to policy, duties and responsibilities, service structure, or requires resources. The Town Council is a member of the Leicestershire & Rutland Association of Local Councils/National Association of Local Councils and has direct access to legal advice. In addition, the Town Council sources its Employment Advice and Support from Personnel Advice & Solutions Ltd and subscribes to services and advice from the Local Government Association. The Executive Officer & Town Clerk is a member of the Society of Local Council Clerks who also provide support and advice.

Annual reviews are undertaken of the Standing Orders and Financial Regulations to ensure compliance. Council policies are reviewed at least every 3 years or as a result of legislative changes.

An annual audit and detailed review of proper practices is undertaken by the Corporate Governance Sub-Committee in June, who directly report to Policy & Resources Committee and full Council.

- d) *Actions during the year:* the Executive Officer & Town Clerk as the principle legal advisor, attends all decision making Committees and Full Council; where decisions are required a report/supporting material is issued in advance with the agenda and recommendations included. All decisions (including those taken under delegated authority) are recorded.

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.

During the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.

a) *Exercise of public rights:* for the Year Ending 31st March 2017, in accordance with the Accounts & Audit Regulations 2015, the Council published and made available the unaudited accounting records from 3rd July until 11th August 2017, for electors to inspect.

b) *External Auditor's Review:* The External Audit was completed on 25th September 2017 and a notice to that effect was published to electors on 26th September.

5. We carried out an assessment of the risks facing the Council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

Considered and documented financial and other risks and have dealt with them properly.

a) *Identifying and assessing risks:* The Council identifies, assesses and records risks that could have financial and reputational consequences. The corporate risks are attached at Appendix 1.

During the year, both the Business Continuity Plan and Health & Safety Policy were reviewed and were the subject of consultation with Councillors, staff, partners and professional advisors. Both revised and updated polices were formally adopted on 30th April 2018. Fire Risk Assessments as required by Regulatory Reform (Fire Safety) Order 2005 were completed on 25th April 2016 by Vital, which also included a General Risk Assessment. As a result of these, a Fire Risk Assessment checklist is completed every three months and the daily checklists were updated.

Following an assessment of the following:

- Safety check of Fire Doors
 - Water testing for Legionnaires disease
 - Asbestos survey
 - Safety checks and locations of smoke detectors
- procedures and safety check processes were updated.

The Health & Safety Consultative Group carried out a review and updated the Icy Surfaces - General Risk Assessment. Following an incident with the Fosse Room windows, a safety report on Civic Centre windows, including proposed actions was considered and approved.

The risk assessment review programme ensures that all risk assessments are reviewed at least every 3 years and following an incident or the issuing of new guidance are revisited.

Banking – Compensation Scheme – with effect from 31st December 2010 the Government Scheme offers full compensation up to £85,000 per saver or authorised institution.

- b) *Addressing risks:* A review was undertaken of the Council's Insurance Policy and Assets Register in October when the Policy was due for renewal. As part of the renewal of insurance in 2016, the Council's buildings (Braunstone Civic Centre, Thorpe Astley Community Centre and Mossdale Pavilion and workshop) were revalued to ensure that the insurance value was sufficient for rebuild. The new Shakespeare Park Pavilion will be valued once building work has completed. The revised valuations have been included in the insurance policy and have been included under the "Insurance Value" column of the Fixed Assets List, which forms part of the Accounting Statements.

RoSPA Play Area Safety Inspection Reports were received in May 2017 for Mossdale Meadows, Franklin Park, Holmfield Park, Shakespeare Park, Isobel Close, Priestman Road, Hilcott Green, Marshall Close and Impey Close. There were no High Risk items highlighted, two medium risk items were highlighted with a risk factor of 10 and 12 and were reported to Policy & Resources Committee on 15th June 2017 and repairs completed over the summer. The minor works were identified to the safety surfaces and were undertaken during the annual winter works programme.

A list of the Town Council's fixed assets were revised and updated during 2017/2018 following the replacement of playground equipment at Franklin Park and purchase of new speed signs. The Insurance Policy was updated to include new items purchased and remove those disposed of.

The Town Council's insurance policy covers the following risks:-

Public Liability	up to £5m any one claim
Employers Liability	up to £10m any one claim
Money	£10,000 cash in transit, £10,000 in safe
Fidelity Guarantee	£275,000.00
Wage roll	£387,000.00
Business Interruption Gross Rentals (Including Thorpe Astley Community Centre)	£153,559.00
Braunstone Civic Centre (Maximum Indemnity Period:- 12 months)	£51,000.00
Official Indemnity, Libel and Slander	£374,000.00

Concerning Business Interruption, cover is for 12 months, the insurance company have recommended extending this to 2 years. However, the Town Council would need to consider whether for example after 12 months it would continue to have the same costs or would require the same income. For example, loss of the Civic Centre would result income losses being covered for 12 months only, this would allow 12 months to restructure staffing if the rebuild was due to take longer.

The Town Council had four insurance claims during the year and details and actions were reported to the Policy & Resources Committee on 24th August and 26th October 2017.

6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

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 the Council.

- a) *Internal Audit:* an Internal Audit was undertaken John Marshall, through the Leicestershire & Rutland Association of Local Councils' Internal Audit Services on 18th May 2018, which will be considered by the Council's Corporate Governance Sub-Committee as part of its wider annual review of effectiveness in order to report to Policy & Resources Committee and Council on compliance with the provisions set out in the Annual Governance Statement.
- b) *Provision of Information:* Internal Audit had access to all the end of year financial reports and associated records and the Council's policies, strategies, agendas and minutes. The Responsible Financial Officer and Deputy Responsible Financial Officer were available to assist the Internal Auditor in his work.

7. We took appropriate action on all matters raised in reports from internal and external audit.

Responded to matters brought to our attention by internal and external audit.

The overall opinion of the Internal Audit in 2016/2017 was that systems are operating efficiently and effectively. The Internal Audit report and recommendations for improvement were be considered by the Council's Management Team, Corporate Governance Sub-Committee and Policy & Resources Committee. A copy of the report, action plan and action taken is attached at Appendix 2.

The external audit was concluded on 25th September 2017 and an unqualified audit opinion given, this was reported to Policy & Resources Committee on 26th October 2017.

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 the Council and, where appropriate have included them in the accounting statements.

Disclosed everything the Council should have about its business activity during the year including events taking place after the year-end if relevant.

Council considered medium term priorities and financial planning on 23rd November 2017 and 25th January 2018. This document forms the framework for assessing the Council's priorities and future financial risks when developing its budget estimates for 2018/2019.

The Council's Medium Term Priorities and Financial Planning strategy assessed the impact of the following Financial Pressures for the period until 2022/2023, based on the following pressures:

- the full cost of auto-enrolment of all eligible employees into the pension scheme, with a 2% pay increase each year;
- additional staffing costs as a result of the NJC scale point review;
- 2%, the Bank of England target inflation rate, being added to estimated expenditure;
- financing additional borrowing for the Shakespeare Park improvements;
- that the Council will make diminishing savings (up to 2022/2023) to offset increases in cost and the loss of the Council Tax Support Grant; and
- that the base budget predicted when setting the Council Tax equates to the actual income and expenditure.

The strategy sets these within the political and economic context and expected changes to the provision of services.

9. Trust funds including charitable – in our capacity as the sole managing trustee we have discharged our accountability responsibilities for the funds(s)/assets, including financial reporting and, if required, independent examination or audit.

Met all of our responsibilities where the Council is a sole managing trustee of a local trust or trusts.

Not Applicable. The Council is not a sole managing trustee of trust/charitable funds.

Review of Systems of Internal Control

The Corporate Governance Sub-Committee on 14th June 2018, undertook a review of the systems of internal control, including the management of risk and the preparation of accounting statements during the financial year ended 31st March 2018 to ensure that sound systems of internal control were in operation.

Corporate Governance Sub-Committee discussed insurance arrangements, in particular Business Interruption and the merits of extending cover from one year to two. It was determined that one year's cover was sufficient to give the Council time to restructure its operations; however, if the additional premium for two year's cover was negligible, then extending cover could be considered.

Policy & Resources Committee discussed whether the level of public liability cover adequately reflected the levels of risk in the context of the services the Council provided. The Committee resolved that the required level of public liability insurance cover be reviewed ahead of the annual renewal date for the Council's corporate insurance policy.

Having reviewed the control measures for each of the areas listed on the Annual Governance Statement and the assessment of risks facing the Council and associated mitigating measures, both the Corporate Governance Sub-Committee and Policy & Resources Committee were confident that to the best of their knowledge and belief, with respect of the accounting statements for the year ended 31st March 2018, there were sound systems of internal control and management of risk.

Therefore both Committees recommend to Council that the systems of internal control and management of risk be confirmed as sound and that Section 1, Annual Governance Statement 2017/18, of the Annual Governance and Accountability Return 2017/2018 be completed and submitted accordingly.

Recommendation

That the systems of internal control and management of risk be confirmed as sound and that Section 1, Annual Governance Statement 2017/18, of the Annual Governance and Accountability Return 2017/2018, attached at Appendix 3 of the report, be completed, signed and submitted accordingly.

Reason

Having reviewed the control measures for each of the areas listed on the Annual Governance Statement and the assessment of risks facing the Council and associated mitigating measures, the Corporate Governance Sub-Committee were confident that to the best of their knowledge and belief, with respect to the Accounting Statements for the year ended 31st March 2018, there were sound systems of internal control and management of risk.

APPENDIX 1

BRAUNSTONE TOWN COUNCIL: RISK MANAGEMENT – 1st JUNE 2017

Area	Risk	Level	Controls <i>(bold indicates areas where work is needed)</i>
Assets	Protection of physical assets	L	Buildings 'All Risks' insurance. Value increased annually by RPI. Fixed Assets list, which is published as part of the Accounting Statements, details Insurance Values for Buildings, Civic Regalia, Infrastructure (including CCTV, fences, sculptures and street furniture) and Recreation, Sports & Play Equipment.
	Security of buildings, equipment etc	L	Civic Centre and Thorpe Astley Community Centre protected by CCTV and 'Redcare' call-out alarm system. Shakespeare Park Store and Mossdale Meadows Garage have stand alone alarm systems.
	Maintenance of buildings & Equipment etc	L-M	Buildings currently maintained on an ad hoc basis. Annual ROSPA Report on Play Equipment – any remedial work undertaken on Winter Works Programme. Planned programme of electrical and safety equipment in place – In accordance with the Council's Safety Statement the Resources & Facilities Manager and the Senior Groundspersons are responsible for maintaining the Work Equipment Inventory, Legionella Inspection Regime and Equipment Maintenance Schedules (Form BTC 60)

Area	Risk	Level	Controls (bold indicates areas where work is needed)
Finance	Banking	M	<p>A minimum of two Current Accounts with the Co-operative Bank are maintained, a general account and a payroll account. Banking Arrangements are governed by Section 5 of the Council's Financial Regulations adopted on 30th June 2016.</p> <p>Out of £250,239.41 total cash and investments on 31st March 2018, £157,963.45 is invested with a Cambridge Building Society 90 Day Notice Account.</p> <p>The government Compensation Scheme offers full compensation up to £85,000 per saver or institution. The Council currently has its financial resources with two banking institutions.</p>
	Risk of consequential loss of income	L	<p>Insurance cover. This will be reviewed at the next renewal date to take account of the additional revenue from the Council's Community Centres. Important documents stored in fire proof safe and scanned onto the computer network, which is backed-up at Thorpe Astley Community Centre.</p> <p>The Council's Computer Booking System and Accounts Package are backed up daily on-line off the premises by the Package provider.</p>
	Loss of cash through theft or dishonesty	L	<p>The Council's systems of internal control are set out in the Financial Regulations adopted on 30th June 2016. In addition we have adopted the 'Braunstone Area Office – Operational Instructions and Procedures' for Connect Service Shop transactions.</p>

Area	Risk	Level	Controls (bold indicates areas where work is needed)
Finance (cont.)	Loss of cash through theft or dishonesty (cont.)		The Council's Insurance Policy Limit to Employee Dishonesty has been raised to £275,000 (half the precepts and support grants income, which is received in two instalments).
	Financial controls and records	L	Monthly bank reconciliations are prepared by the officer administering day to day finances and checked by the Executive Officer & Town Clerk. Two signatories on cheques and internet banking payments. Internal and external audit.
	Comply with Customs and Excise Regulations	L	Use help line when necessary. VAT payments and claims calculated by Executive Officer & Town Clerk. Internal and external auditor provides a double check.
	Sound budgeting to underlie annual precept	L	Policy & Resources Committee and Council receive detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget reported to Committees once each cycle.
	Complying with borrowing restrictions	L	No new borrowing. Potential future borrowing has been identified in relation to large projects on the Council's Capital Plan (approved by Council on 25th January 2018. These include renovation/rebuild of Shakespeare Park Pavilion.

Area	Risk	Level	Controls (bold indicates areas where work is needed)
Liability	Risk to third party, property or individuals	M	Insurance in place. Open spaces checked weekly. Trees investigated annually and when damage reported. Risk assessments of individual events carried out as necessary.
	Legal liability as consequence of asset ownership (especially playgrounds)	M	Insurance in place. Weekly checks of playgrounds and written records kept. Annual checks by RSPA of playgrounds.
Employer Liability	Comply with Employment Law	L	Membership of various national and regional bodies including Local Government Association, Society of Local Council Clerks, National Association of Local Councils. DIS checked weekly for updates. As reported earlier, the Council has insurance for Employer's Liability. In March 2015, the Council commissioned a professional Human Resource advisor to assist with an Organisation Review and the implementation of the Living Wage, following the review the Human Resource advisor was appointed in October 2015 to advise and support the Council on all employment matters.
	Comply with Inland Revenue requirements	L	Regular advice from IR and Sage. Internal and external auditor carries out annual checks.
	Safety of Staff and visitors	L-M	Panic alarms (Redcare system) and CCTV fitted at Civic Centre and Thorpe Astley Community Centre. Regular risk assessment checks and reviews undertaken by the Health & Safety Consultative Group. Health & Safety Policy Statement in place.

Area	Risk	Level	Controls (bold indicates areas where work is needed)
Legal Liability	Ensuring activities are within legal powers	L	Executive Officer & Town Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary.
	Proper and timely reporting via the Minutes	L	Council meets six times per annum and always receives Minutes of Standing Committees held in interim. Minutes made available to press and public at the Civic Centre and via the web site.
	Proper document control	L	Original leases deeds etc stored at in fire proof safe and at the Council's Solicitors office. Agreements and documentation made since 2015 have been scanned onto the computer network, which is backed-up at Thorpe Astley Community Centre.
Councillor propriety	Registers of Interests and gifts and hospitality in place	L	Register of interest completed. Gifts and hospitality register is available for public inspection during normal office hours

APPENDIX 2

Internal Auditor's Report – Improvement Action Plan 2016/2017

Detailed Finding Reference	Observation	Risk	Recommendations	Priority High/Medium /Low	Braunstone Town Council Response to Recommendations	Officer Responsible	Action Taken (Date)
2.1 Bookings Diary and Income	One hire charge (out of a sample of 15) was found to have been calculated incorrectly.	The correct hire rate is not applied resulting in under or over charges.	Staff should be reminded to take care when calculating hire charges and ask another officer to review if in doubt.	Medium	<p>Management Team will review the requirements of the software and seek amendments from the software provider.</p> <p>Rooms have been categorised for charging purposes, which will be aligned from April 2018.</p>	Resources & Facilities Manager	<p>Staff Reminded at team meetings July/August 2017</p> <p>Charges aligned to category from April 2018 (Jan 2018).</p>
2.5 Expenditure Transactions Approval Form	In addition to the signature of the authoriser it would aid subsequent reviews to have their name printed as well.	Difficult to verify appropriateness of authoriser.	Add 'print name' to the form next to each signature line.	Low	A request will be made to the software provider to make amendments to the footer to provide an additional print name line. If this is not possible, no further action will be taken.	Resources & Facilities Manager	Software provider notified and have added to a schedule for consideration (June 2017)

Detailed Finding Reference	Observation	Risk	Recommendations	Priority High/Medium /Low	Braunstone Town Council Response to Recommendations	Officer Responsible	Action Taken and Date
2.6 Financial Accounts	There is no reserve for the Town Mayor's charities funds and a creditor is not raised at year end for amounts that will be paid out in the following year.	Lack of clarity and visibility around use of Town Mayor's funds.	A reserve should be created for amounts that are collected for the Town Mayor's charities. A creditor should be raised at year end to match the amounts paid out to the financial year it was raised in.	Medium	Arrangements will be made to Journal Town Mayor's Charity income from each of the Programme of Events at the time in order to keep the budget up-to-date so that a reserve and creditor can be created at year-end.	Executive Officer & Town Clerk	Review needed of process used for income transactions. Cash and card income processed one transaction and then part coded to headings.
2.6 Financial Accounts	Payments received during 2016/17 for the 2017 summer fete have not been treated as receipts in advance.	The accounts do not accurately reflect receipts in advance.	For future years ensure that any receipts in advance are accounted for correctly.	Medium	All of these payments were received as part payments of a single transaction – staff will be advised to enter transactions separately where these are advance receipts/payments.	Executive Officer & Town Clerk	System doesn't allow part transactions to be attributed to a reserve. Sept 2017 Review in 2018/2019.

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

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 2018, that:

	Agreed			'Yes' means that this authority:
	Yes	No*	N/A	
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 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. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval is given:

MINUTE REFERENCE

SIGNATURE REQUIRED

dated

DD/MM/YY

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement) Authority web address
--

AUTHORITY WEBSITE ADDRESS