



Policy and Finance Committee

Date: 17 June 2019

Title: Annual Governance Statement 2018/19

Purpose of the Report: To provide assurance to Committee in recommending approval of the Annual Governance Statement to Council.

Contact Officer: Mark Saccoccio, Town Clerk
 Sarah Sandiford, Head of Democratic and Central Services
 Clare Cummins, Finance Officer

Corporate Objective/s	To consolidate processes and procedures, ensuring operational efficiency.	
Implications:		
Financial		
Human Resources		
Operational/Service delivery	√	Procedures remain fit for purpose in terms of risk management and internal control.

1. RECOMMENDATION

- 1.1 To note the report.
- 1.2 To recommend to Council that the Annual Governance Statement (Section 1 of the Annual Governance and Accountability Return) may be approved and signed.

2. BACKGROUND

- 2.1 Parish Councils are required to complete and sign an annual statement of governance prior to approving the annual statement of accounts, in accordance with The Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015.
- 2.2 The statement gives assurance that the Council has an adequate system of internal control in place, as well as effective measures for financial management during the year.

- 2.3 In accordance with the regulations above and as set out in the Town Council's Financial Regulations (available on the website), the Council has established a Statement of Risk Management and Internal Control (adopted by Council in April 2018) (**attached**).
- 2.4 The Statement sets out the various procedures and measures in place to determine and mitigate different risks, as well as clearly defining the roles and responsibilities of Council, Committees, Councillors and Officers in the ongoing financial management of the Council.

3.0 UPDATE

- 3.1 No changes in best practice or legislation have arisen since the last review of the Town Council's Financial Regulations and Statement of Risk Management and Internal Control. Both documents will be due for review by the end of the current municipal year.
- 3.2 No issues have arisen as a result of the internal auditor's interim or final reports for the year ending 31 March 2019.
- 3.3 The five year contract with the internal auditor has now come to a close and this will be a matter for committee review at a future meeting.
- 3.4 A report presented to Committee in January 2019 in respect of the Risk Register for the municipal and financial year 2018-19 identified no significant risks which had not been addressed.
- 3.5 The Risk Register for 2019-20 was approved by Council in January 2019 and a mid-year update on the Risk Register Action Plan is due to come to Committee at its September meeting.

4. CONCLUSIONS

- 4.1 The Town Council continues to have strong and effective systems in place for internal control, risk management and financial management.
- 4.2 The Committee is asked to consider recommendation to Council of approval of the Annual Governance Statement for the year ended 31 March 2019.

End.