

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Warbleton Parish Council

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 2021, that:

	Agreed		
	Yes	No	
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
			✓

*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

06/05/2021

and recorded as minute reference:

00319

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

Chairman



Clerk



Other information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.

Yes	No
✓	

warbletonparishcouncil.co.uk

WARBLETON PARISH COUNCIL - AGAR 2020/21
PART 2- ANNUAL GOVERNANCE STATEMENT

The Parish Council must consider each of the questions 1-8 on the Annual Governance Statement and determine whether it can answer "yes". The AGAR form gives an outline of what "yes" means. This is amplified in the Practitioners Guide which is enclosed. Attached is some supporting evidence that Councillors may wish to consider for each assertion

Governance Statement	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Refer sections A, B , D, I and J of Internal Audit report (IA) 20/21.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Financial Regulations and Standing Orders were adopted by the Council in March 2020. Comment C2 of IA report "....effectively implemented changes during 2020/21 to significantly improve controls and have created new policies to mitigate risks". Bank mandate has been reviewed. IA reviewed control on remuneration to Parish Clerk and viewed as acceptable. VAT records kept and accurate.
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.	Standing Orders and Financial Regs in place. Financial transactions reviewed as part of IA and all within power of Council. No actions taken within 2020/21 outside powers. Council does not hold General Power of Competence
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.	Exercise of Public Rights for 2019/20 took place between 1/9/20 and 12/10/20. All details relating to the AGAR submission were available on the Council's website A notice of the conclusion of the external auditor's limited assurance review was published on the website on 27 th November 2020.
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.	A Risk register was approved at full Council on 19/11/20. External insurance is in place. Refer section C of Internal audit report
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	An internal audit was carried out on 9 th July 2020.
7. We took appropriate action on all matters raised in reports from internal and external audit.	An action pan with 18 points arising out of the internal audit in July 2020 was raised. Actions were monitored and all were completed. Confirmed by audit report in April 2021.
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.	Everything has been disclosed about the Council's business activities during 2020/21. There are no significant events taking place after the year end that need to be considered