Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Salterforth 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 2025, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✔		*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
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 the public money and resources in its charge.*
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.	✔		*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
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.*
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.		✔	*considered and documented the financial and other risks it faces and dealt with them properly.*
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 this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✔		*responded to matters brought to its attention by internal and external audit.*
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.	✔		*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
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	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*
			✔	

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

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

30/06/2025

and recorded as minute reference:

2025.30.06.3

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

Chair

Clerk

https:\\www.salterforthpc1.org/community/salterforth-parish-council-and-village-16350/home/#

ANNUAL GOVERNANCE STATEMENT 2024/25

SALTERFORTH PARISH COUNCIL

SUPPORTING EXPLANATIONS AND ACTION TAKEN FOR NON-COMPLIANCE

Salterforth Parish Council were faced with the following challenge during 2024/25.

- Purchase of land from Pendle Borough Council for conversion to a Community Garden using National Lottery Funding (received 23/24), Lancashire Environmental and Pendle Council Grants. As a result of this, Council, Clerk and RFO's main focus for the year was maintaining tight control of the funding and grants received and ensuring development and delivery of the Community Garden. It is fair to say that slippage occurred in other areas.
- In May 2025 the Clerk and RFO resigned. Both positions are now being facilitated by the Clerk and RFO of a neighbouring Parish. Access to electronic, historical documentation and email has and is proving to be difficult, the majority having to be re-created and as such is a work in progress.

2. *We did not maintain an adequate system of internal control with measures to prevent and detect fraud and corruption.*

An Internal Control Policy and Internal Control Review document are now available and will be considered for adoption at the next full council meeting in July 2025.

5. *We did not carry out an assessment of the risks facing this authority and did not manage those risks.*

Business Continuity and Risk Management Policies are now available and will be considered for adoption at the next full council meeting to be held in July 2025.

6. *We did not maintain throughout the year an adequate and effective system of internal audit of the accounting records and control systems.*

An Internal Control Policy and Internal Control Review document are now available and will be considered for adoption at the next full council meeting in July 2025.

The Internal Control Review will be carried out quarterly.