

WEOBLEY PARISH COUNCIL

Annual Governance Statement 2016/17

Weobley Parish Council has ensured there is a sound system of internal financial control and has taken the following actions:

	Yes	No	Actions taken
1. We have put in place arrangements for effective financial management during the year, and for preparation of the accounting system	<input checked="" type="checkbox"/>		<p>Accounts have been prepared according to the Accounts and Audit Regulations.</p> <p>All financial transactions are recorded on a spreadsheet.</p> <p>Monthly financial reports have been submitted to the Full Council for scrutiny.</p> <p>An annual internal audit has been undertaken.</p>
2. We maintain an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness	<input checked="" type="checkbox"/>		A financial Risk Register was adopted in June 2015 and reviewed in 2017.
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 smaller authority to conduct its business or on its finances.	<input checked="" type="checkbox"/>		All Council activities and expenditure have been delivered through the powers and duties held by Local Councils and the relevant statutory provision.
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.	<input checked="" type="checkbox"/>		<p>All Council meetings are open to the public.</p> <p>Members of the public are encouraged to attend Council meetings and there is an opportunity to ask questions on all aspects of Council business.</p> <p>All agendas are published in full on the Community website.</p>
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required	<input checked="" type="checkbox"/>		<p>A Financial Risk Register was adopted in June 2015 and readopted in May 2017</p> <p>Insurance cover was reviewed and updated in 2015 on a three year agreement. It will be reviewed again in 2018.</p>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems	<input checked="" type="checkbox"/>		<p>Monthly financial reports are presented.</p> <p>Internal audit carried out by a competent internal auditor</p>

7. We took appropriate action on all matters raised in reports from internal and external audit.	☑		Council meetings considered matters raised by the 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 smaller authority and, where appropriate have included them in the accounting statement	☑		Council has identified no events during the year that would have an adverse financial impact on the Council
9. The Town Council is not sole manager of any Trust Funds	☑		Not applicable.