

## Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

### KETLEY 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
			✓
	<i>has met all of its responsibilities where, as a body corporate, 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 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:

14/09/21

and recorded as minute reference:

C21/093(iv)

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

Chairman

Clerk

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**KETLEY PARISH COUNCIL ANNUAL GOVERNANCE STATEMENTS 2020/21**

Where responses to the Annual Governance Statement is 'No' explanations must be provided to the Internal Auditor along with actions the Council will take to address the weaknesses. These explanations must be published with the Annual Governance Statement.

<b>Assertion 1:</b>	Response
We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	No
Whilst copies of the bank and investment statements were provided monthly, significant staffing issues resulted in the inability to provide detailed financial reconciliations. The return of the Clerk into a full-time position with clerical support will allow the utmost priority for the reconciliations to be maintained.	
<b>Assertion 2</b>	Response
We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness	No
Reviews of the Financial Regulations and Standing Orders were commenced during the year but only completed post year-end. Internal controls will be reviewed to identify areas for enhancement. Banking reconciliation will be a standing item at each Council meeting.	
<b>Assertion 4</b>	Response
We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	No
Whilst the notices were made public at required times via the notice boards, issues with the Council's website prevented publication via that medium. The development of an alternative website is being completed.	
<b>Assertion 5</b>	Response
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.	No
The significant staffing issues prevented the completion of a detailed risk review and assessment. The return of the Clerk into a full-time position with clerical support will allow the actions to be undertaken with a high degree of priority.	
<b>Assertion 6</b>	Response
We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	No
COVID restrictions prevented access for a competent person to undertake the independent checks. The lifting of restrictions now enables the control to be reintroduced and checks made.	
<b>Assertion 7</b>	Response
We took appropriate action on all matters raised in reports from internal and external audit.	No
The significant staffing issues prevented the resolution of a number of the audit points raised from the previous year. The return of the Clerk into a full-time position with clerical support will allow the recurring and new points to be addressed as a matter of urgency.	