

## Section 1- Annual governance statement 2016/17

We acknowledge as the members of Westbere Parish Council, our responsibility for ensuring that there is a sound system of internal control, including 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<sup>st</sup> March 2017, that:

	Agreed Yes		Agreed No*	“Yes” means that the council:
<b>1 We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.</b>	Yes			Prepared its accounting statements in accordance with the Accounts and Audit Regulations.
<b>2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.</b>	Yes			Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
<b>3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulation and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.</b>	Yes			Has only done what it has the legal power to do and has complied with proper practices in doing so.
<b>4 We provided proper opportunity during the year for the exercise of electors’ rights in accordance with requirements of the Accounts and Audit Regulations.</b>	Yes			During the year gave all persons interested the opportunity to inspect and ask questions about the council’s accounts.
<b>5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.</b>	Yes			Considered the financial and other risks it faces and has dealt with them properly.
<b>6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.</b>	Yes			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.
<b>7 We took appropriate action on all matters raised in reports from internal and external audit.</b>	Yes			Responded to matters brought to its attention by internal and external audit.
<b>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 the council and, where appropriate have included them in the accounting statements.</b>	Yes			Disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
<b>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.</b>	Yes	No	N/A	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
			N/A	

This annual governance statement is approved by the council and recorded as minute reference:

Minute Reference: .....Min No 15.....

Dated: .....16 May 2017.....

Signed by Chair: Cllr Jeanette Dawson Dated: 16/05/2017

Signed by Clerk: Amanda Sparkes Dated: 16/05/2017

\*Note: Please provide explanations to the external auditor on a separate sheet for each “No” response.

Describe how the council will address the weaknesses identified.