

THE GOVERNANCE STATEMENT		Comments
<b>FINANCIAL MANAGEMENT AND PREPARATION OF ACCOUNTING STATEMENTS</b>		
<b>BUDGETING</b>	Discuss and set budget Review of spending against budget carried out through the year	Budget figures circulated for discussion at November meeting. Budget set at January Full Council meeting – 2024/1-6(6)
<b>ACCOUNTING RECORDS AND SUPPORTING DOCUMENTS</b>	Excel spreadsheet showing expenditure and income with supporting documentation Financial report given at each meeting.	Produced for all three accounts  Approved at each full council meeting
<b>BANK RECONCILIATION</b>	Accounts reconciled monthly and discussed at monthly Parish Council meeting.	Verified at each full council meeting
<b>INTERNAL CONTROL</b>		
<b>Standing orders</b>	Reviewed annually and approved at the Annual Meeting	Reaffirmed – Minute ref 2023/5-10
<b>Financial Regulations</b>	Reviewed annually and approved at the Annual Meeting	Reaffirmed – Minute ref 2023/5-10
<b>Code of Conduct</b>	Reviewed annually and approved at the Annual Meeting	Reaffirmed – Minute ref 2023/5-10
<b>Signatories</b>	Two signatories are required for payments At least two Councillors to be signatories	Chairman – Cllr Needham Vice Chair – Cllr Ames Clerk – Sarah Mitchell
<b>Risk assessment</b>	Reviewed annually	Adopted 9 May 2023 (2023/5-11) Risk assessment has been reviewed 12.4.23
<b>Employment</b>	Contract in place HMRC set up for paye Registered with Pension Regulator	Correct
<b>VAT</b>	Vat to be claimed back is recorded each month. Vat is claimed at the end of the financial year after accounts have been approved.	VAT received 21 June 2023 VAT form prepared for y/e 31.3.24
<b>Fixed Assets and Equipment</b>	Asset list to be updated and reviewed annually.	Done
<b>Internal Auditor</b>	To be appointed annually.	Appointed minute ref – 2024/3-6(9) Confirmation received – happy to audit
<b>COMPLIANCE WITH LAWS, REGULATIONS AND PROPER PRACTICES</b>		
<b>Acting within its powers</b>	Invoices are checked at monthly meetings	Power to spend listed on schedule

<b>General power of competence (GPC)</b>		Clerk achieved CiLCA qualification, but cannot have GPC as 2 thirds of Councillors have not been elected.
<b>Transparency Code</b>	All required documents are posted on the website	Documents for year ending 31 March 2024 are on website.
<b>EXERCISE OF PUBLIC RIGHTS</b>		
<b>Exercise of public rights</b>	Notice to be posted on website and notice board at the village shop	Notice of Public Rights - Done 18.6.24 Notice of Conclusion – Done 28.9.23
<b>RISK MANAGEMENT OF ASSETS</b>		
<b>Identifying and assessing risks</b>	Schedule in place and done on an annual basis	Tick
<b>Addressing risks</b>	Recorded in minutes	Tick
<b>INTERNAL AUDIT</b>		
<b>Internal Audit</b>	Accounts are reconciled at the end of each month and reports are circulated to all Councillors. A financial report is given at each meeting. Spending against budget is regularly discussed at PC meetings	Tick
<b>Provision of Information</b>	All documentation is kept on the computer. Hard copies of documentation are kept in one folder.	Tick
<b>External/Internal Audit</b>	Any recommendations are done/dealt with and discussed and minuted.	Tick
<b>SIGNIFICANT EVENTS</b>		
<b>Significant events</b>	Any significant event to be recorded and the impact discussed	