



ANNUAL RETURN 2016/17: GOVERNANCE

TOWN COUNCIL MEETING

REPORT 41/17

12 JUNE 2017

The purpose of this report is to seek the Town Council's agreement in respect of Section 1 of the previously circulated Annual Return for the financial year 2016/17 and to authorise the Mayor to sign it accordingly.

No. DETAIL

1) BACKGROUND

- a) The Town Council is required to submit an Annual Return for the financial year 2016/17 to its External Auditors, BDO LLP by 10 July 2017 which contains the following:
 - *Section 1*: An annual governance statement
 - *Section 2*: Accounting Statements for the year
 - *Section 4*: An annual internal audit report.
- b) Section 3 is the External Auditor Certificate and Opinion that is completed by the appointed Auditor.
- c) There is a requirement that Section 1 be approved before, and in a separate Minute from, Section 2

2) ANNUAL RETURN: SECTION 1

- a) A copy of the completed Annual Return for submission is included in the papers for this meeting.
- b) I have indicated that all the governance requirements listed in Section 1 have been complied with and the Town Council is requested to authorise the Mayor to sign off that Section and approve the statement by resolution.

3) RECOMMENDATION

The Town Council is recommended to resolve that:
the Town Council approves the Annual Governance Statement set out in Section 1 of the Annual Return included in the papers for this Meeting and authorises its Mayor to sign Section 1 accordingly.
