



ANNUAL RETURN 2015/16: GOVERNANCE

TOWN COUNCIL MEETING

REPORT 34/16

13 JUNE 2016

The purpose of this report is to seek the Town Council's agreement in respect of Section 1 of the previously scirculated Annual Return for the financial year 2015/16 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 2015/16 to its External Auditors, BDO LLP by 4 July 2016 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) This year there is a requirement that Section 1 be approved before, and in a separate Minute from, Section 2
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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.
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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 and authorises its Mayor to sign Section 1 accordingly.
