



# ANNUAL RETURN 22/23: GOVERNANCE

TOWN COUNCIL MEETING

REPORT 33/23

12 JUNE 2023

The purpose of this report is to seek the Town Council's agreement in respect of Section 1 of the Annual Governance and Accountability Return for the financial year 2022/23 and to authorise the Mayor to sign it accordingly.

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**No. DETAIL**

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**1) BACKGROUND**

- a) The Town Council is required to submit an Annual Governance and Accountability Return for the financial year 2022/23 to its External Auditors by 30 June 2023 which contains the following:
    - o *Section 1: An annual governance statement*
    - o *Section 2: Accounting Statements for the year*
  - b) Section 3 is the External Auditor's 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
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**2) ANNUAL RETURN: SECTION 1**

- a) A copy of the completed Section 1 of the Annual Governance and Accountability Return for submission is attached to this Report.
  - b) 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 Section 1 of the Annual Governance Statement as attached to Report 33/23 included in the papers for this Meeting and authorises its Mayor to sign Section 1 accordingly.

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## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

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 2023, that:

	Agreed		'Yes' means that this authority:
	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:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS