

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

H I G H L E Y P A R I S H C O U N C I L

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 2020, that:

	Agreed		Yes	No*	*Yes' means that this authority: prepared its accounting statements in accordance with the Accounts and Audit Regulations.
	Yes	No*			
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓				made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓				has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	✓				during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	✓				considered and documented the financial and other risks it faces and dealt with them properly.
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.	✓				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.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓				responded to matters brought to its attention by internal and external audit.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓				disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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.	✓				has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
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
					N/A

*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:

20th August 2020

and recorded as minute reference:

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

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

AUTHORITY WEBSITE ADDRESS