

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

LEWANNICK PARISH COUNCIL

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* 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:

18/08/20

and recorded as minute reference:

Item 4 refers

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

Chairman

Clerk



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

www.lewannickpc.org.uk

Lewannick Parish Council

Chairman: Councillor Michael White

Clerk: Mrs Linda Coles
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PKF Littlejohn LLP

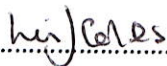
Addendum to Section 1 – Annual Governance Statement 2019/20

Lewannick Parish Council acknowledges that for the last few years questions have been raised by members of the public regarding its governance and accountability, using their rights according to the requirements of the Accounts and Audit Regulations.

However, for the AGAR 2019/2020 the Council would like to draw the Auditor's attention to the following:

- Lewannick Parish Council has assessed its risks and appropriate policies and procedures have been adopted and are now in place.
- It engaged the services of a qualified Clerk from July 2019;
- The accounts records have been properly kept throughout the financial year and reported to the Council monthly with bank reconciliations.
- All income and expenditure has been reconciled to the Cash Ledger and is supported by invoices and appropriate papers.
- VAT has been properly accounted for and reclaimed.
- Salaries have been paid in accordance with the Council's approval and all PAYE and NI requirements have been properly applied.
- An independent Internal Auditor was engaged to undertake the Annual Inspection

Prepared by L Coles, Clerk, Lewannick Parish Council

Signed..... Clerk

Approved at Meeting held on 18th August 2020, Minute reference: Item 4 Refers.

Signed..... Chairman