

Section 1 – Annual Governance Statement 2017/18

Assertion 5 – Response of "NO"

10 May 2018

Assertion 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.

1. Luxulyan Parish Council performs internal controls every quarter.
2. Luxulyan Parish Council reviews its insurance coverage annually and each time it acquires a new asset.
3. The "NO" response to assertion 5 of the Annual Governance Statement was for the assessment of risk. The risk assessment did not take place during the fiscal year, but was deferred from March 2018 to April 2018. The council's risk assessment was reviewed and approved on 12 April 2018 (Minute 17/265B).

Signed:  10-5-2018

Chair of Luxulyan Parish Council

Signed:  10-5-2018

Clerk and Responsible Financial Officer

- C Year-end Figures. It was **NOTED** that the year-end figures had been approved at the April meeting. The clerk handed out new figures and explained that no mistakes were found; however, a couple payments have moved categories after the input of the internal auditor who is an accountant by trade. The clerk explained the slight variations which were **NOTED** and will be covered again at Item 18/18.G.
- D Internal Audit Report. The council **RECEIVED** the internal audit report and the clerk read the recommendations from the internal auditor. It was **NOTED** that the internal audit did not bring up any discrepancy in the accounts. The report states that "The accounts were prepared on a receipts and payments basis and were verifiable to the underlying records." It was **AGREED** that the auditor's recommendations would be considered in detail by the Audit Panel.
- E **Financial Risk Assessment.** The council is satisfied that the internal control checks and the clerk's monthly financial reports are adequate for the control of financial risk. The council also recognises, as explained by the internal auditor, that the council's approved Financial Risk Assessment does not follow the formal risk assessment format of identifying possible risks, qualifying and quantifying them. **It was AGREED that a risk assessment will be drawn up by the Audit Panel in the recommended format.**
- F Annual Governance Statement. The clerk read out each statement and it was **RESOLVED** (proposed KB, 2nd BH) that the Chair should sign the Annual Governance Statement with an answer 'Yes' to each statement with the exception of Assertion 5 regarding Risk Assessment. Apart from the internal auditor's recommendation above, he pointed out that the review of risk took place in April, which was not within the financial year 2017-18. Therefore, the council was obliged to answer 'No' regarding carrying out an assessment of the risks facing the authority. It was then further **RESOLVED** (proposed KB, 2nd FP) to agree a statement prepared by the clerk in accordance with the Annual Return's instructions describing 'how the authority will address [has addressed] the weakness identified.' This statement was signed by the Chair and the Clerk/Responsible Financial Officer to be submitted with the Annual Return.
- G Accounting Statements 2017-18. It was **RESOLVED** (proposed KB, 2nd BH) that the statements prepared by the Clerk/Responsible Financial Officer, including full explanations of variances over 15%, were a true and correct record of the accounting year and that the Chair should sign the Accounting Statements 2017-18.
- H It was **RESOLVED** (proposed ML, 2nd KB) that the period for the exercise of public rights, in accordance with Local Audit and Accountability Act 2014, Sec 26-27, would run from 4th June to 13th July 2018. The notice will be placed on the notice boards and the website.

18/19 Reports

- A The PCSO Annual Report for Luxulyan Parish April 2017 – March 2018 was **NOTED** with thanks. PCSP Jamie Ward had explained that 'the team at HQ had to individually create each parish's report which took quite some time.'
- INCIDENTS RECORDED 2017-18:
Anti Social Behaviour 11. Crime Not Recorded 2. Crime Recorded 13. Public Safety 60. Transport 77. Total of 163, compared with a total of 215 last year.
- CRIMES RECORDED 2017-18:
Violence with Injury 10. Violence without Injury 14. Rape 1. Other Sexual Offences 2. Burglary Non-Dwelling 0. Vehicle Offences 2. Other Theft 8. Criminal Damage 6. Public Order Offences 7. Possession of Weapons 1. Possession of Drugs 0. Other Offences 4. A total of 55, compared with a total of 45 last year. Non-notifiable Offences 5

Luxulyan Parish Council
Chair CLERK