

# Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

## SHOTTISHAM 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 2026, that:

|  | Agreed                              |                          |  |
|--|-------------------------------------|--------------------------|--|
|  | Yes                                 | No*                      |  |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <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.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>   |
| 3. We have assured 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <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.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <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.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <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.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <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.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <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.           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <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  |
|  | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/>  |
| 10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>   |

\*For any statement to which the response is 'no', an explanation **must** be published

This Annual Governance Statement was approved at a meeting of the authority on:

12/05/2026

and recorded as minute reference:

11-12/05/26

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

Chair

*Natalie Brett*

Clerk

*W. P. Roberts*

### Information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website is up to date and the information required by the Transparency Code has been published.

Yes No

<https://shottisham-pc.gov.uk/>

PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS