MELBOURN PARISH COUNCIL - Annual Governance & Accountability Return 2025/26

Meeting: 24 June 2026 **Agenda Item:** PC038/2627a)

The following table sets out the annual governance statements and criteria for ticking yes for Cllrs to consider when deliberating

Governance Statement	Ticking 'Yes' Means this authority:	Evidence
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements	Prepared its accounting statements in accordance with the Accounts and Audit Regulations.	☑ Budget prepared and approved before setting the precept *(PC150/2526a &b)* ☑ Budget monitored during the year with actions taken *(monthly comparative reports)* ☑ RFO formally appointed ☑ Accounting records up-to-date with supporting documents ☑ Regular bank reconciliations completed and reviewed ☑ Investments managed appropriately *(Doc 4.32 – Nov 25 & Apr 26)* ☑ Statement of accounts prepared accurately and on time ☑ Reserves reviewed and General Reserve Policy in place *(Doc 4.14 Apr 26)*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	☑ Standing Orders & Financial Regulations in place and reviewed *(Doc 2.0 May 25, Doc4.17 Jul 25)* ☑ Proper controls over payments, income, and banking ☑ Bank mandates approved and up to date ☑ Credit card controls in place *(Doc 4.35 Apr 25)* ☑ Employment arrangements compliant ☑ VAT treatment correct and reclaims timely ☑ Asset register updated ☑ Annual review of internal control completed *(PC132 2526b)*
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.	Has only done what it has the legal power to do and has complied with Proper Practices in doing so.	☑ All decisions made within legal powers ☑ GPC eligibility confirmed & minuted *(PC016/22 May 22)* ☑ Compliance with Accounts & Audit Regulations reviewed ☑ No unlawful decisions or payments made ☑ Proper practices applied throughout the year
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.	During the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts	☑ Public rights notice published with required documents (*27 Jun 25)* ☑ Inspection period lasted 30 working days *(30 Jun – 8 Aug 25)* ☑ Inspection period included first 10 working days of July ☑ Notice of conclusion of audit published *(24 Sep 25)*

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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.	Considered and documented the financial and other risks it faces and dealt with them properly.	☑ Annual risk assessment completed and reviewed *(PC239/25n)* ☑ Risks recorded with mitigation measures *(Doc 8.15)* ☑ Adequate insurance in place ☑ Operational facility checks completed
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems..	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.	☑ Independent internal auditor appointed *(PC148/2526k)* ☑ Auditor given full access to documents ☑ Internal audit report received and considered *(PC194/256d &PC014/2627a)* ☑ Actions from reports implemented
7. We took appropriate action on all matters raised in reports from internal and external audit.	Responded to matters brought to its attention by internal and external audit.	☑ Internal audit findings considered ☑ External audit findings considered *(General Risk reg reviewed within financial year)* ☑ Corrective actions completed
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.	Disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.	☑ Council considered financial impact of events ☑ Adjustments made where required ☑ Evidence recorded in minutes
9. Trust Funds - Not applicable to Melbourn Parish Council		
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	Has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.	☑ Council-owned email domain used ? Website meets accessibility regulations (WCAG 2.2 AA) (Accessibility statement addresses shortfall of regulations and new website production underway) ☑ Required FOI/Transparency documents published *(https://melbournparishcouncil.gov.uk/parish-office/local-government-transparency/)* ☑ GDPR compliance in place (policies, training, audits) ☑ IT policy in place covering device and data security *(Doc 4.42 PC184/2526b)*