

**Nuneham Courtenay Parish Council**  
**Corporate Governance Questionnaire 2018-19: for completion**  
**by the Council Chairman, not the Clerk / RFO**

Area	Response (please provide detail below or on supplementary pages)
<p>Please confirm whether or not Standing Orders and Financial Regulations are in place.</p> <p>If so, when were they last updated and formally adopted by the Council?</p> <p><b>(Please provide an electronic copy of both.</b></p>	<p>Yes, they are in place. The Council reviewed both documents at the 2018 Annual Council Meeting. The Standing Orders can be viewed on the website here:  <a href="http://nunehamcourtenay.org.uk/wp-content/uploads/2018/02/nuneham-courtenay-standing-orders.pdf">http://nunehamcourtenay.org.uk/wp-content/uploads/2018/02/nuneham-courtenay-standing-orders.pdf</a></p> <p>The amendments to the Standing Orders which were agreed in principle at that meeting were not formally approved until the 2019 Annual Council Meeting.</p> <p>The Financial Regulations have been sent electronically with this Questionnaire.</p>
<p>Where original minutes are not provided for our examination, please confirm that each page of the master copy is signed or initialled by the Chairman at the subsequent meeting when they are approved.</p>	<p>Yes, they are – as this example on the website demonstrates:  <a href="http://nunehamcourtenay.org.uk/wp-content/uploads/2019/01/20180904-NCPC-minutes-signed.pdf">http://nunehamcourtenay.org.uk/wp-content/uploads/2019/01/20180904-NCPC-minutes-signed.pdf</a></p>
<p>Please provide detail of the approved precept for 2018-19 and 2019-20, indicating whether any Support Grant is receivable in either year and the amount, including reference to the relevant approving minutes. <b>Please</b></p>	<p>The Council's only sources of income in 2018-19 were: the precept, the deposit account quarterly interest and the VAT refunds for 2016-19.</p> <p>The precept for 2018-19 was kept at £5,530: see January 2018</p>

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<p><b>note that the Support Grant should not be regarded as part of the precept in the AGAR Section 2.</b></p>	<p>minutes. The Council agreed a precept for 2019-20 of £5,000 (minute ref 18/114f).</p>
<p>Does the Council meet the criteria for adoption of the General Power of Competence and, if so, has it been adopted? Please confirm minute reference. If reliance is still placed on S.137, etc, when considering the approval of grants and donations to local (and other) bodies, are the relevant powers considered and formally minuted? Where detail is only set out on an agenda paper, please provide an example.</p>	<p>No, the Council did not meet either of the criteria: in the period 2015-19: only two members were elected and there was not a Clerk who held the relevant qualification. The Council did not make any payments in 2018-19 that relied on section 137 of the Local Government Act 1972.</p>
<p>Please confirm that all internal and external audit reports are presented to and agreed by members, also with agreement on the actions to be taken to address any issues identified. Again, please provide detail of the relevant meeting and minute reference.</p>	<p>The internal audit report for 2017-18 was presented to an Extraordinary Meeting of the Council in June 2018 (minute ref 18/34). A table setting out the recommendations was tabled at the Council's September 2018 meeting (minute ref 18/75) but, at the time of writing, the Council is still not fully compliant with the Transparency code for small authorities The Council certified itself as exempt from External Audit (minute ref 18/37): <a href="http://nunehamcourtenay.org.uk/wp-content/uploads/2018/07/certificate-">http://nunehamcourtenay.org.uk/wp-content/uploads/2018/07/certificate-</a></p>

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	<a href="#">of-exemption-from-external-audit.pdf</a>
<p>Has the Council reviewed an updated version of the financial risk assessment and formally approved its re-adoption within the financial year (Governance and Accountability Manual – 2014 refers)? <b>Please provide an electronic copy.</b></p>	<p>The Council reviewed a draft Risk Assessment at the 2018 Annual Council Meeting and approved the final version at the next ordinary meeting (minute ref 18/52).</p> <p>It can be viewed on the website here:  <a href="http://nunehamcourtenay.org.uk/governance/risk-management/">http://nunehamcourtenay.org.uk/governance/risk-management/</a></p>
<p>When approving payments for release, do those members signing cheques sign / initial individual invoices? <b>Please provide a brief description of the approval process from receipt of invoice through to release of funds, on a separate sheet.</b></p>	<p>Yes, they do. This can be verified by examining the cheque book and the files that contain copies of the invoices.</p>
<p>Are <u>all individual</u> payments by direct debit, bankers' standing order or internet (if in use), similarly examined and approved for payment by members? <b>Please provide detail of the controls in</b></p>	<p>The Council established two direct debits during 2018-19: the one to the Information Commissioner's Office was approved by a Council meeting (minute ref 18/92c); the one to South Oxfordshire District Council for a garden waste bin was</p>

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place over such payments, where different to those for cheque payments.	signed by the Chair and Vice-Chair and confirmed by a Council meeting (minute ref 18/48c). The Council holds no copy of the latter.
Does the Council / a nominated member review the detail of bank reconciliations routinely throughout the year and verify detail to underlying cashbooks and bank statements (Governance and Accountability Manual and model NALC Financial Regulations refer)?	<p>No. The Clerk/RFO has not been sent statements by the Council's bank, which has twice refused to accept requests from the Council to send them to him.</p> <p>The previous Clerk/RFO forwarded some statements in the post and forwarded photographs of some others but not all of them. Bank reconciliations were, therefore, not possible during the year.</p>
Please provide a brief description of the approach taken to the preparation and approval of the Annual Budget and Precept.	<p>The Council approved a budget for 2018-19 at the Annual Council Meeting in May 2018, tabled by the Clerk as RFO (minute ref 18/25c). The precept for 2018-19 had been set without a budget.</p> <p>The Council approved a budget for 2019-20 in January 2019, based on a draft prepared by the Clerk as RFO and preceded by an examination of a monitoring report for 2018-19 (minute ref 18/114).</p> <p>The Council endorsed the Clerk/RFO's arguments regarding the budget, the level of the reserves and the level of the precept which had been contained in an email to the councillors and they were later repeated in a Newsletter article distributed to all parishioners.</p>

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Does the Council formally consider and approve the level of reserves (General and Earmarked Funds) to be carried forward to the next financial year? (Such consideration should be minuted formally).	<p>This was discussed when the 2019-20 budget was approved but not formally minuted.</p> <p>The 2019-20 budget was not presented to the Council by the Clerk as RFO in the format required by Governance and Accountability where the precept is a balancing figure taking into account any contribution to or from the reserves.</p>
Has a physical examination / verification of the Councils stock of assets and agreement to Asset Register detail been undertaken recently? If so, when and by whom?	No
Do members consider formally whether these assets should be included on the Council's insurance schedule or be regarded as "self-insured"?	No
Are asset values based on purchase cost net of VAT (where known)? Where detail of the purchase cost is unknown, asset values should be reported on the Annual Return at the same value as the previous year, except where new assets are acquired or disposed of.	<p>Apart from the noticeboard, assets are valued at purchase cost net of VAT.</p> <p>The Council was not asked to pay for the new noticeboard and the Asset Register still records the figure that was included in the Register for the old noticeboard.</p>

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Where total funds exceeding £100,000 are held, the Council is now (w.e.f. 1 4 2018) legally required to develop and adopt annually a formal Investment Policy /Strategy. If applicable, please provide an electronic copy and detail of the approving minute.	Not applicable
Please advise / confirm that the Council is complying with the requirements of the Transparency Code posting the required documentation on its website and also advise the name of the website, if not the straightforward Council's name.	The Council has complied on the whole: agendas and minutes can be found on the Council's website but they have not always been published there when they should have been. The Council's website is: <a href="http://nunehamcourtenay.org.uk/">http://nunehamcourtenay.org.uk/</a>

**Certified by Chair:**

*Madhvi Saini*  
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**Date:**

*29 May, 2019*  
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**Name in full:**

Madhvi Saini