

**Nuneham Courtenay Parish Council**

**Corporate Governance Questionnaire 2019-20: *for completion by the Council Chairman, not the Clerk/RFO***

<b>Area</b>	<b>Response (please provide detail below or on supplementary pages)</b>
<p>Please confirm whether or not Standing Orders; Financial Regulations and a Member's Code of Conduct are in place.</p> <p>If so, when was each last updated and formally adopted by the Council?</p> <p><b>(Please provide an electronic copy of each).</b></p>	<p>All three are in place and were last updated/re-adopted at the 2019 Annual Council Meeting: see minutes ref. 19/9, 19/10 and 19/11.</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 and copies of all signed minutes can be found on the website.</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.</p> <p>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?</p> <p>Where detail is only set out on an agenda paper, please provide an example.</p>	<p>No, the Council did not meet both criteria: although four members were elected in 2019, the Clerk does not hold the relevant qualification (CiLCA).</p> <p>The Council made only one payment in 2019-20 that relied on section 137 of the Local Government Act 1972.</p> <p>The relevant power was considered, as can be seen from minute ref 19/52.</p>

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<p>Please advise / confirm that the Council is complying with the requirements of the Transparency Code posting the required documentation on its website <b>and also advise the www. address of the website, if not the straightforward Council's name.</b></p>	<p>The Council has complied with the Code since January 2020 when the Clerk began to upload the relevant documents to the Council's website:  <a href="http://nunehamcourtenay.org.uk/">http://nunehamcourtenay.org.uk/</a></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 2018-19 was presented to an Extraordinary Meeting of the Council in June 2019 (minute ref 19/35).</p> <p>The Council has addressed all of the recommendations.</p> <p>The Council certified itself as exempt from External Audit (minute ref 19/38).</p>
<p>Where neither annual income or expenditure exceed £25,000, does, or is the Council opting to exempt itself from the "Limited Assurance review" process?</p>	<p>I expect the Council will vote to exempt itself, as it did in 2019.</p>
<p>Has the Council updated / reviewed its financial risk assessment and formally approved its re-adoption within the financial year (Governance and Accountability Manual refers)? <b>Please provide an electronic copy.</b></p>	<p>The Council updated its financial risk assessment at its February 2020 meeting (minute ref 19/129).</p>
<p>Please provide a brief description of the approach taken to the preparation and approval of the Annual Budget and Precept (on a</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</p>



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<p>separate sheet if necessary).</p>	<p>for 2018-19 (minute ref 18/114).</p> <p>The Clerk/RFO's arguments regarding the budget, the level of the reserves and the level of the precept had been contained in an email to the councillors and were repeated in a Newsletter article distributed to all parishioners.</p> <p>The Council approved a budget for 2020-21 in January 2020, based on a draft prepared by the Clerk as RFO and preceded by an examination of a monitoring report for 2019-20 – this time showing the precept as a balancing figure (minute ref 19/103).</p> <p>A brief explanation was given in a Newsletter article distributed to all parishioners.</p>
<p>Please provide detail of the approved precept for 2019-20 and 2020-21, indicating whether any Support Grant is receivable in either year and the amount, including reference to the relevant approving minutes.</p>	<p>The precept for 2019-20 was £5,000 whereas the precept for 2020-21 is £6,072.</p> <p>No Support Grant was receivable in either year.</p>
<p>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>	<p>This is discussed each year when the budget is approved but not formally minuted.</p>
<p>When approving payments for release, do those members signing cheques, BACS, etc. check the payment detail to and sign-off / initial</p>	<p>Yes. Any payment is normally presented to a Council meeting and, if approved, two signatories check and initial the supporting</p>

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<p>individual invoices? <b>Please provide a full description of the approval process from receipt of invoice through to release of funds, on a separate sheet.</b></p>	<p>paperwork and (in the case of cheques) the stub before signing the payment.</p> <p>There is a separate procedure for salaries which enables the Chair and Vice-Chair to make quarterly payments when due even if there is no convenient Council meeting. Such payments are then approved at the next Council meeting: see minute ref 19/84.</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 place over such payments, where different to those for cheque payments.</b></p>	<p>The Council does not currently have any standing orders, nor does it use internet banking.</p> <p>No new direct debit arrangements were entered into in 2019-20.</p>
<p>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 (<b>Governance and Accountability Manual and model NALC Financial Regulations refer</b>)?</p>	<p>No. The Clerk/RFO has not been sent statements by the Council's bank, which has refused numerous 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>
<p>Does the Council operate a petty cash account or hold any cash floats?</p>	<p>No</p>
<p>Has a recent physical examination and verification of the Council's</p>	<p>No. This was impossible due to the coronavirus restrictions.</p>



<b>Area</b>	<b>Response (please provide detail below or on supplementary pages)</b>
stock of assets been undertaken with detail agreed to the Asset Register detail?	
Do members consider formally whether these assets should be included on the Council's insurance schedule or be regarded as "self-insured" (i.e. the Council would underwrite any loss rather than claim on the insurer)?	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 only records the cost of a sign saying "Nuneham Courtenay Parish" which the Council ordered separately from Restore.</p>
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.	Not applicable

**Certified by Chair:**

*Madhvi Saini*  
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**Date:**

Friday 17<sup>th</sup> April 2020

**Name in full:**

Madhvi Saini