

Reasons why assertions 5 and 10 were answered 'no' on Section1 Annual Governance Statement and Action Plan to ensure weaknesses are addressed.

Assertion	Details	Explanation of Failure to comply	Action
<p>5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.</p>	<p>To warrant a positive response to this assertion, the authority needs to have the following arrangements in place:</p> <p>1.31 Identifying and assessing risks - The authority needs to identify, assess and record risks associated with actions and decisions it has taken or considered taking during the year that could have financial or reputational consequences.</p> <p>1.32 Addressing risks - Having identified, assessed and recorded the risks, the authority needs to address them by ensuring that appropriate measures are in place to mitigate and manage risk. This might include the introduction of internal controls and/or appropriate use of insurance cover.</p>	<p>Although the RA was considered in 2025 and in the last couple of months by the new Clerk, it was not reviewed and approved within the financial year.</p>	<p>The Parish Council reviewed and approved the Risk Assessment at the meeting held on 11th May 2026.</p>
<p>10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.</p>	<p>To warrant a positive response to this assertion, the authority needs to have taken the following actions:</p> <p>1.47 Email management - Every authority must have a generic email account hosted on an authority owned domain, for example clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk rather than</p>	<p>The Council completed all other requirements under this assertion during the 2025/26 financial year. However, the review of website accessibility arrangements and associated Accessibility Statement was not completed within the financial year due to staffing changes during the year. In addition, the</p>	<p>The Council considered this matter at its meeting held on 11 May 2026 and agreed the cost of undertaking a Website MOT review. The Clerk was also requested to establish the renewal position of the current website contract. If renewal is due, alternative website options will be investigated. If the</p>

	<p>abcparishclerk@gmail.com or abcparishclerk@outlook.com for example.</p> <p>1.48 All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being used.</p> <p>1.49 All websites must meet the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility 14 of 67 Regulations 2018 (where applicable).</p> <p>1.50 All websites must include published documentation as specified in the Freedom of Information Act 2000 and the Transparency code for smaller authorities (where applicable).</p> <p>1.51 All smaller authorities, including parish meetings, must follow both the UK General Data Protection Regulation (GDPR) and the Data Protection Act (DPA) 2018.</p> <p>1.52 All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection.</p> <p>1.53 The DPA 2018 supplements the GDPR and classifies an authority as both a Data Controller and a Data Processor.</p> <p>1.54 All smaller authorities (excluding parish meetings) must also have an IT policy. This explains</p>	<p>website provider responded following the final Council meeting of the financial year, meaning the matter could not be reviewed and completed before year end.</p>	<p>renewal period has already passed, the Council agreed to proceed with the Website MOT to ensure compliance with WCAG 2.2 requirements. Following completion of the review, the Council will update the Accessibility Statement and review any further actions required.</p>
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	<p>how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.</p>		
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