

Stokenchurch Parish Council

Clerk: Portia Mendy

01494 482 403

clerk@stokenchurch-pc.gov.uk

www.stokenchurch-pc.gov.uk



AGAR 2024/25

Section 1 Annual Governance Statement 2024/25: Supporting note

Dear Sir/Madam,

This letter is in accompaniment to Stokenchurch Parish Councils AGAR 2024/25 submission.

In May 2025 we hired three new staff members as follows;

Clerk to the Council:

Portia Mendy. Clerk@stokenchurch-pc.gov.uk 01494482403

Responsible Finance Officer:

Derek Wilson. Finance@stokenchurch-pc.gov.uk

Assistant Clerk/Administrative Assistant

Tracey Martin. Assistantclerk@stokenchurch-pc.gov.uk

Page 4 section 1. We are aware of errors that have resulted in sections 1.4 and section 1.5 being non agreement.

Section 1. 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.

We unfortunately missed last year's submission deadline of publishing our AGAR for public to view, in accordance with the exercise of elector' rights. We have taken steps to avoid this happening, and this year we have hired new staff, external staff, and called a full council extraordinary meeting to review our AGAR and ensure its submission before the deadline of 1st July 2025.

Section 1.5 We carried out assessments of the risks facing this authority and took appropriate steps to manage those risk, including the introduction of internal controls an/or external insurance cover where required.

We have implemented more rigorous systems, for example monthly bank reconciliations, that are checked and approved each council meeting, along with approval of invoices relating to each months bills payable.

SIGNED

Chairman Vicki Nuthall 25.6.25