

## Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Penistone Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		Yes means that this authority:
	Yes	No*	
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.
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.
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.
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.
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.
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.
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.
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.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
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.

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

18/05/2026

and recorded as minute reference:

2026-27/1301

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

www.penistonetowncouncil.gov.uk

## **Penistone Town Council**

### **Annual Governance Statement 2025/26 - 'No' Responses explanations:**

We have entered a 'No' response for assertion 10 as we did not have a formal IT Policy or a formal Data Protection Policy for FY 2025/26.

The council now have a draft IT Policy and a draft Data Protection Policy to be approved at our Town Council Annual Meeting in May 2026 subject to the council review.

Please see below a detailed explanation of areas covered by the council under assertion 10.

#### **Assertion 10**

**We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.**

##### **i) Authority owned email compliance (YES)**

The council have a generic email account hosted on an authority owned domain eg [clerk@pentowncouncil.gov.uk](mailto:clerk@pentowncouncil.gov.uk)

##### **ii) Website accessibility and legal compliance (YES)**

The council ensures its website complies with the web content accessibility guidelines.

The council publishes and maintains a clear accessibility statement.

The council ensures the website complies with the Public Sector Bodies accessibility regulation.

##### **iii) Freedom of information and transparency (YES)**

The council adopts and publishes the ICO Model Publication Scheme.

The council publishes information as required by the Local Government Transparency Code 2015.

The council keeps all required financial and governance information up to date and accessible on its website.

##### **iv) Data protection and UK GDPR Compliance (NO)**

The council has considered its data protection compliance and is sure that it is fully complying with the UK GDPR 2016 and DPA 2018.

The council is processing personal data with care and in line with the principles of data protection.

*The council has **not** implemented a formally written IT policy for 2025/26 that directs how the authority conducts business in a secure and legal way although all the elements included in the suggested policy are currently being followed as standard practice.*

**v) Information Technology (IT) Policy (NO)**

*The council has **not** implemented an IT Policy for 2025/26, although all the elements included in the suggested policy are currently being followed as standard practice.*