 **CLAYDON & WHITTON PARISH COUNCIL**   
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Notes to accompany Annual Governance Statement 2021/22

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| Number | Reason for ‘No’ response | How the Parish Council will address this weakness |
| 1 | The Parish Council was late to submit AGAR documents and so missed the dates for the common period for the Exercise of Public Rights. | The Parish Council will ensure that the internal audit and AGAR documents are prepared in a timely manner to ensure the common period for the Exercise of Public Rights is met. |
| 2 | The internal audit report found areas of development | The Parish Council will produce an Action Plan to improve in the areas highlighted by the Internal Audit. |
| 4 | The Parish Council was late to submit AGAR documents and so missed the dates for the common period for the Exercise of Public Rights. | The Parish Council will ensure that the internal audit and AGAR documents are prepared in a timely manner to ensure the common period for the Exercise of Public Rights is met. |
| 6 | The internal audit report found areas of development, particularly around ensuring internal controls are explicit and minuted | The Parish Council will produce an Action Plan to improve in the areas highlighted by the Internal Audit. |
| 7 | The Parish Council failed to minute its consideration of the results of the External Audit from 2020/21. | The Parish Council will ensure that the External Audit is properly considered and minuted within a meeting in the next financial year. |