

Section 1 – Annual Governance Statement

Explanations

Assertion 4 – No

The period for the exercise of public rights was not correctly set in accordance with statutory requirements. The inspection period did not include the first 10 working days of July and/or did not cover a full 30 working days. This was due to an administrative oversight. The issue has been identified and procedures have been updated to ensure correct dates are set in future years.

The Notice of Public Rights was not properly published in line with regulatory requirements. This was due to a failure in internal processes. Steps have now been taken to ensure publication on the authority's website and noticeboard in future.

Assertion 7 – No

Swaffham Town Council did not formally document or track actions arising from audit reports. As a result, not all matters were addressed. A formal tracking system has now been introduced to monitor progress against audit recommendations.