

Dear Helen,

Recommend a local charity or community project to receive a share of £6,000 with West Norfolk Recycling Rewards.

West Norfolk Recycling Rewards is a scheme rewarding residents of the Borough of King's Lynn and West Norfolk for their recycling efforts. The rewards on offer include a share of £6,000 for top performing communities to donate to a local charity or community group of their choice. **That's where you come in!**

We want you to nominate a local charity or community project working in your parish to potentially benefit from this funding. We'll ask members of the scheme to vote for their favourite project shortlisted by local parish councils to receive their community's share of the prize fund.

In 12 months, the top performing community will win £3,000 and second and third place will receive £1,500 each for their favourite local project.

**[Click here to nominate a local charity by completing a brief online form.](#)**

You should encourage householders in your parish to join the scheme so they can influence who wins the biggest share of the money. Anyone in the Borough of King's Lynn and West Norfolk can join the scheme for free at [www.westnorfolk.localgreenpoints.com](http://www.westnorfolk.localgreenpoints.com) or by calling 020 7326 5055 (Mon–Fri, 9am – 5.30pm).

The other rewards on offer for members of Recycling Rewards include the chance to win one of 15x £25 or £50 voucher prizes every month.

If you have any questions, get in touch at [info@localgreenpoints.com](mailto:info@localgreenpoints.com).

The West Norfolk Recycling Rewards Team



**Clerks Report (Includes Matters Arising from March meeting) – May 2017**

Circulated prior to the meeting with the agenda, please indicate to the Chair if there are any comments or queries during the meeting for this item.

**Antisocial Behaviour** – Advice was added to the Facebook and Website to contact the Police and log information to aid their investigations.

**Wereham Pond** – Andy Wallace and Karl Rands at Norfolk County Council highways have confirmed the work will be complete by the summer. The Clerk has asked for a plan before works commence. An invoice is expected but Andy has advised they have gone ahead with the order, where they usually get payment first, as their invoicing system from county hall is very slow. The Clerk has the cheque waiting for payment when it does arrive.

**Playing Field Licence** – Heygate's Agent had asked the Clerk to ask the Village Hall's architect to amend a plan to go with the Licence. The licence amended is due to be circulated to Councillors for approval before signing. The Council has previously approved to discuss outside a meeting.

**Land Registry Items**– Andrew Carrier of Fraser Dawbarns has advised that it could take a few weeks for the Land Registry to resolve, but they have received all the information to proceed. This included Transfer of Land Registry (Current Village Hall Site) From Parish Council to Wereham Village Hall CIO NK393387; request to Land Registry to Amalgamate PC Retained Land NK408732 (bowling green) and NK393387 (three metre strip) in one single title and Application to Land Registry to Update Title NK408732 from Possessory to Absolute.

**Village Hall Third Party Funding for WREN** – WREN confirmed receipt and banked payment for £5375.

**St Margaret's Church Tree Management** – The Clerk wrote to the Parochial Church Council Secretary to advise that the Parish Council were going to seek quotes for tree management surveys to be done in the autumn and budgeted in each years' precept. They had been advised to notify the clerk should anything urgent needed to be brought to the Parish Council's attention as they were responsible for trees, boundaries and headstones for safety reasons as a public open space being a closed churchyard. The Clerk has received one quotation and awaiting another to be further discussed at the July meeting.

**Ground Maintenance Contract** – Monitoring sheet received, they have been able to accommodate the moving of contracted day for funerals twice in the last couple of months at short notice. Invoices now show works done for each month rather than split over 12 months.

**Moles (playing field and cemetery)** – Steven Ashdon been inspecting and one mole caught on playing field in past two months keeping on top of mass activity. He is in regular contact with the Clerk. Sand and paint mark areas where traps are set underground.

- 03.04.17 – 12 mole hills on playing field and none in cemetery

- 06.04.17 – traps set
- 11.04.17 – mole caught northeast side of playing field, traps reset
- 20.04.17 – new activity found on playing field and traps set
- 22.04.17 – mole caught on playing field and no new activity – traps removed

**Cemetery Grass Establishment** – 12 April email from Alex Laver of T&A Tree Services advised that they had weed sprayed that week in preparation for seeding. Clerk to chase up for an update mid-May.

**Cemetery Gate Latch** – This has been resolved and awaiting invoice from them.

**Telephone Box Refurbishment** – Lee has materials and will be carrying out painting required over the next few weeks, he has started prepping it. New Defibrillator signs will replace where it previously said telephone. The Clerk will be arranging a change of lightbulb.

**Defibrillator Check**– The Clerk is monthly checklist the system using the online portal provided by the Community Heartbeat Trust.

**Query re Cars for Sale on Highway Verge** – The Clerk will report as and when there to Highways.

**Path at Manor House** – Andy Wallace has confirmed the pathway is NCC Highways responsibility, he has added to their routine inspection schedule and if there are repairs due they will be ordered. He advised it will depend on severity.

**Road Grips, The Row** – The Clerk reported to NCC Highways for resolve, they have inspected and are going to resolve.

**The Hollies Development** – As of 23 April there was no result of the application, they were currently negotiating the S106 payment.

**SAM2** – Refund from Insurers received. Stats from the device will be received on the agenda every other meeting from July.

**From: CSNN**  
**Sent: 31 March 2017 13:51**  
**To: Cllr Colin Sampson**  
**Cc: Nathan Johnson**  
**Subject: FW: Evidence with Flying Tipping of Tyres Found \*OFFICIAL - \***

**This document and any attachments carry a security classification of: OFFICIAL -**

Dear Cllr Sampson

Thank you for your email regarding the issue of dumped tyres at Cavenham Road, Wereham.

I have read the correspondence between the various individuals and organisations in the email thread below and have reviewed the records coming into my team from this area. We have since November of last year had five reports of waste being dumped on this stretch of road. On receipt these reports are sent to the Councils Clean Up team, who attend and clear the waste, where evidence is found that may lead back to an individual or business it is passed to my team to assess. We receive a significant number of reports and due to the time consuming nature of the investigations required cannot investigate every single one. As such we make decisions on which cases to progress based on the quality and quantity of evidence that we have and whether or not there were any witnesses to the offence.

As we cannot, with any degree of certainty, link the note found to a specific fly tip the evidence in this case is weak. Of the two businesses related to the postcode on the note one is a filling station and the other is a used car showroom which offers no vehicle servicing. As such there is nothing substantial enough to warrant a formal prosecution file being opened at this time.

The number of tyres being dumped in this area does give cause to believe that a local business is using it to escape disposal costs, we will continue to monitor reports and in the meantime would urge the local community to report any suspicious behaviour to us so that we can follow up on any further leads. Reports can be made on line via [https://www.west-norfolk.gov.uk/info/20013/street\\_care\\_and\\_cleaning/160/fly-tipping\\_illegal\\_dumping](https://www.west-norfolk.gov.uk/info/20013/street_care_and_cleaning/160/fly-tipping_illegal_dumping)

Kind regards

Mark Whitmore  
Principal Officer, Environmental Health  
Community Safety and Neighbourhood Nuisance (CSNN)  
Borough Council Kings Lynn and West Norfolk

01553 616654



On 24 March 2017 at 15:31, Clare Cobley <[clare.cobley@west-norfolk.gov.uk](mailto:clare.cobley@west-norfolk.gov.uk)> wrote:  
Good afternoon,

You may be aware that the Borough Council has started the process of reviewing its Local Plan (Core Strategy 2011 and Site Allocation & Development Management Policies Plan 2016). The Local Plan review will guide development within the borough up to 2036.

One of the first formal stages is a 'Call for Sites and Policy Suggestions' public consultation. This took place in late 2016. We are shortly to publish on our website a schedule and mapping of all the sites which have been put forward for consideration as part of the Local Plan. (Some 550 sites across the Borough)

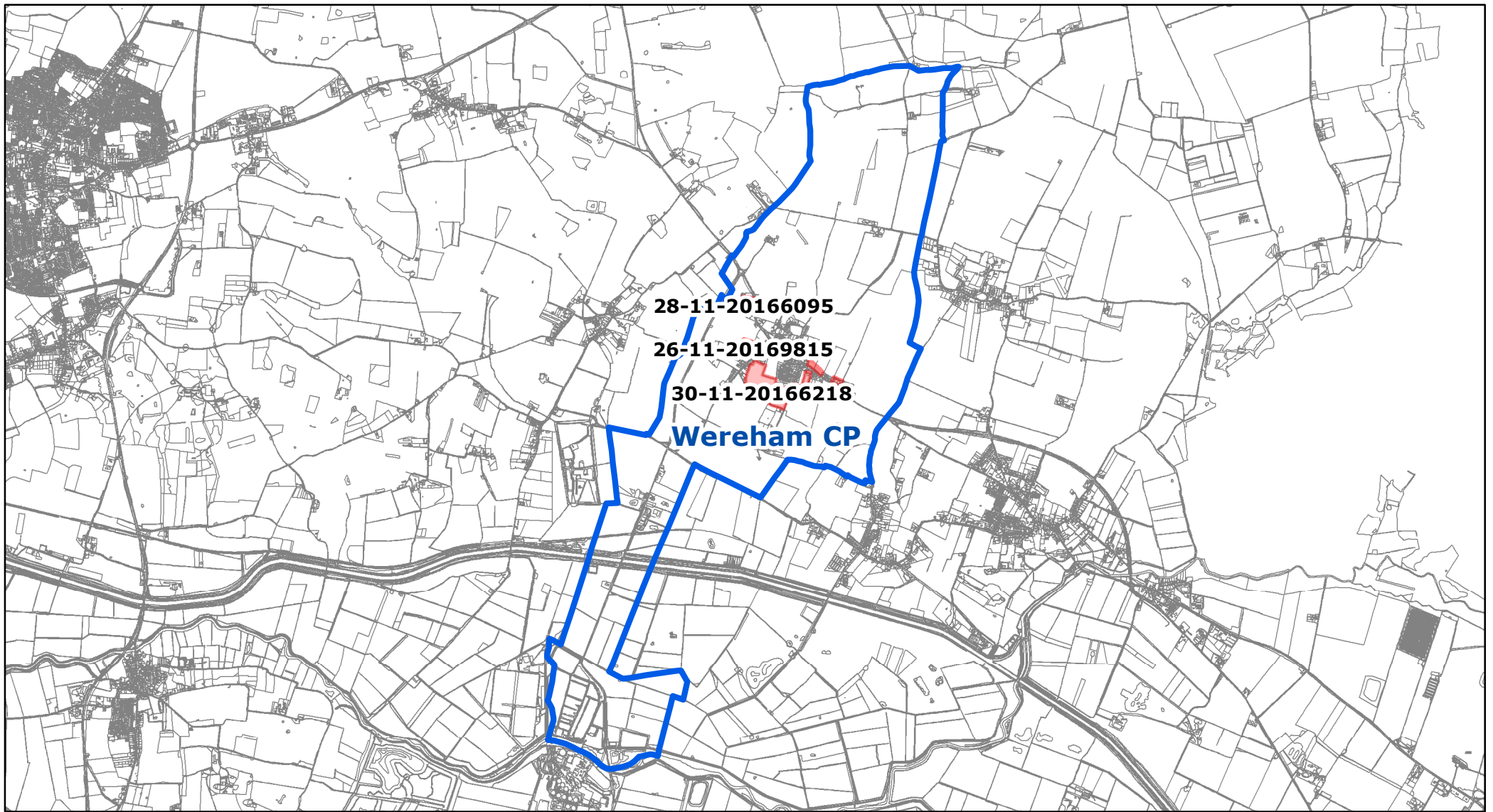
- The sites are to be published at this stage for transparency and information sharing
- It is provided for illustrative purposes only
- This does not allocate any of the sites shown
- It does not grant permission for any of the sites shown
- Nor does it demonstrate any views or assessment of the sites
- The information shown is purely based upon details received within submissions to the consultation

These sites will now be subject to assessment which will lead to a number of them being proposed for allocation in the Local Plan review.

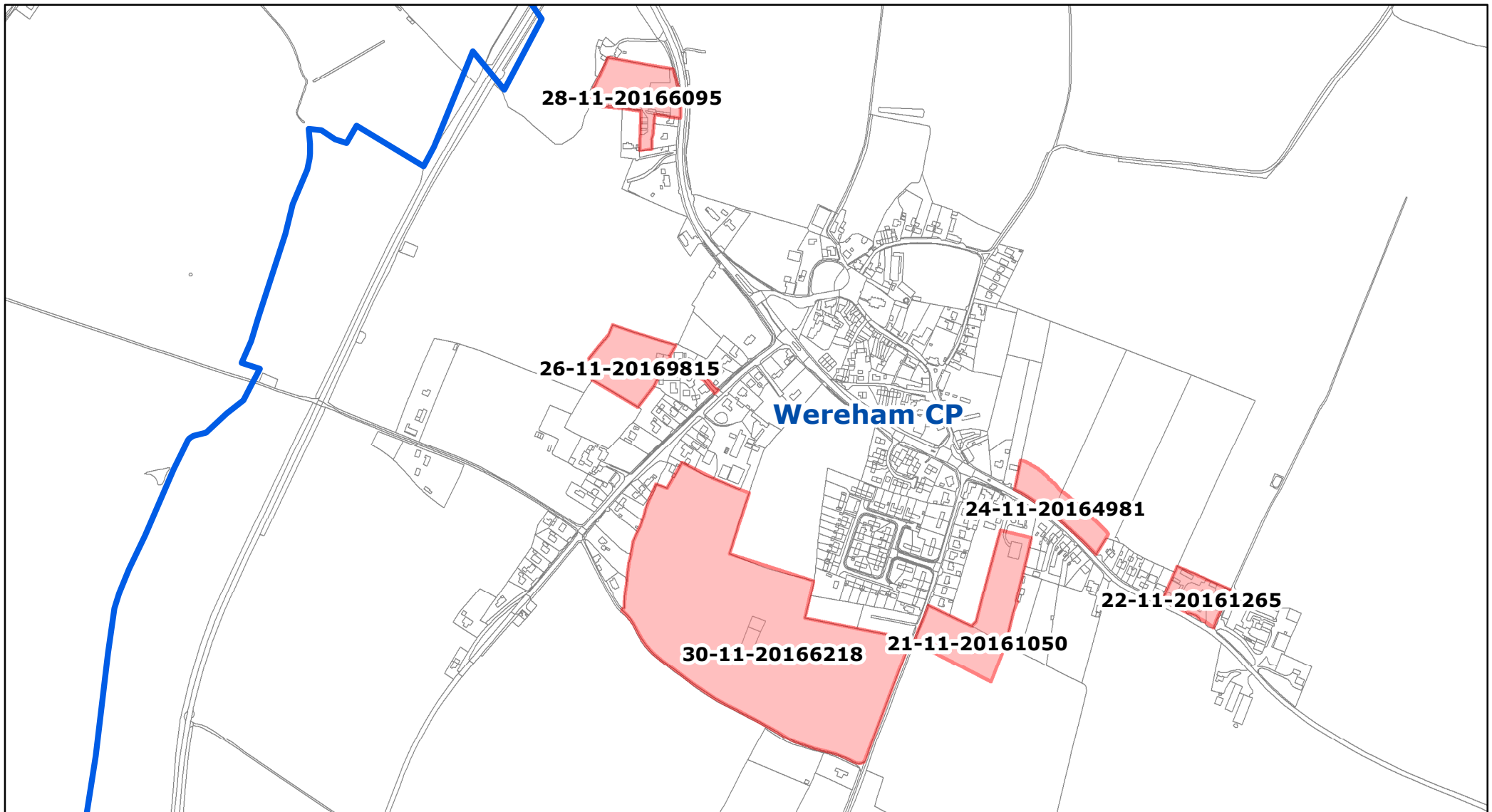
**At this stage we are only asking those who have put forward a site for consideration to either confirm the details and mapping as correct or provide us with more accurate information. We aim to have a draft version of the Local Plan review out for public consultation towards the end of the year. We will of course notify you of this, and this will be an opportunity for everyone including parish councils to comet upon proposed sites and policies.**





Parish	Site Reference	Title	First Name	Last Name	Organisation	Site Location	Proposed Use	Site Area (Ha)
Wereham	21-11-20161050	Mr	Daniel	Wallage	Richard C F Waite Architect	Land Off The Row, Wereham	Market Housing, Affordable Housing, Public Open Space	1.49
Wereham	22-11-20161265	Mr	Ian	Bix	Ian H Bix Associates Ltd	Mill House, Mill House Garage And Cahernane, Stoke Road, Wereham	Market Housing, THE SITE HAS HAD CONSENTS FOR THE ERECTION OF COMMUNICATION MASTS.	0.51
Wereham	24-11-20164981	Mr	Matt	Gosling	Matt Gosling Architectural Design	Site Adjoining Longacre, Stoke Road, Wereham	Market Housing, Affordable Housing	0.53
Wereham	26-11-20169815	Mr	Ian	Cable	Ian J M Cable Architectural Design	The Springs, Flegg Green, Wereham	Market Housing	0.9
Wereham	28-11-20166095	Mr	Gordon	Smith	Matrix Planning Ltd	Land At Lyndale, Lynn Road, Wereham, Kings Lynn, Pe33 9bd	Market Housing, Affordable Housing	0.94
Wereham	30-11-20166218	Mr	Paul	Carter		The Hollies Farm, Wereham	Market Housing, Affordable Housing, Starter Homes	8.26





<p>Borough Council of <b>King's Lynn &amp; West Norfolk</b></p> <p>Tel. 01553 616200 Email: <a href="mailto:ldf@west-norfolk.gov.uk">ldf@west-norfolk.gov.uk</a></p>	<p>Title</p> <p><b>Wereham</b></p>		<p>Scale</p> <p><b>1:50,000</b></p>	<p><b>Legend</b></p> <p> Parish Boundary</p> <p> Submitted Sites 2016</p>
	<p>Project / Details</p> <p><b>Local Plan review (2016 - 2036)</b> <b>'Call for Sites &amp; Policy Suggestions'</b> <b>Consulation 2016 - Sites Submitted</b></p>	<p>Date</p> <p><b>09/03/2017</b></p>	<p>Drawn by / Department</p> <p><b>FB/PP</b></p>	
		<p>Drawing / Reference Number</p> <p><b>071</b></p>		<p>© Crown copyright and database rights 2017 Ordnance Survey 100024314</p>



 Borough Council of <b>King's Lynn &amp;          West Norfolk</b>  Tel. 01553 616200 Email: ldf@west-norfolk.gov.uk	Title <b>Wereham (zoomed)</b>		Scale <b>1:8,000</b>	<b>Legend</b>  Parish Boundary  Submitted Sites 2016
	Project / Details <b>Local Plan review (2016 - 2036)          'Call for Sites &amp; Policy Suggestions'          Consultation 2016 - Sites Submitted</b>		Date <b>09/03/2017</b>	
			Drawing / Reference Number <b>071a</b>	© Crown copyright and database rights 2017 Ordnance Survey 100024314

# Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual return for the year ended 31 March 2017

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'\* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

**The annual return on pages 2 to 4 is made up of three sections:**

- Sections 1 and 2 are completed by the smaller authority. **Smaller authorities must approve Section 1 before Section 2.**
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

**Each smaller authority must approve Section 1 and Section 2 in order and in accordance with the requirements of the Accounts and Audit Regulations 2015.**

## Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2017, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

**Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.**

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication and public display of Sections 1, 2 and 3. You must publish and display the annual return, including the external auditor's report, by 30 September 2017.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide that can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014

# Section 1 -Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of  
smaller authority here:

Wereham Parish Council

our responsibility for ensuring that there is a sound system of internal control, including 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 2017, that:

			'Yes' means that this smaller authority:
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 took all reasonable steps to assure 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 smaller authority to conduct its business or on 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 smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			considered the financial and other risks it faces and has 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 smaller 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.	-	/	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority on:

\_\_\_\_\_

and recorded as minute reference:

\_\_\_\_\_

Signed by Chair at meeting where approval is given:

\_\_\_\_\_

Clerk:

\_\_\_\_\_

\*Note Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

\_\_\_\_\_

## Section 2 -Accounting statements 2016/17 for

Enter name of smaller authority here:

Wreham Parish Council

	Year ending		Notes and guidance				
	31 March 2016 £	31 March 2017 £					
1. Balances brought forward	9,523	10,623	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.				
2. (+)Precept or Rates and Levies	11,900	15,000	Total amount of precept (or for IOBs, rates and levies) received or receivable in the year. Exclude any grants received.				
3. (+)Total other receipts	4,257	11,123	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.				
4. (-) Staff costs	4,099	4,068	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.				
5. (-)Loan interest/capital repayments			Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).				
6. (-)All other payments	1	9	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).				
7. (=) Balances carried forward	10,623	13,028	Total balances and reserves at the end of the year. Must equal (1+2+3)- (4+5+6)				
8. Total value of cash and short term investments	10,623	13,028	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March- <b>To agree with bank reconciliation.</b>				
9. Total fixed assets plus long term investments and assets	3,151	58,491	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.				
10. Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	<table border="1"> <tr> <th>Yes</th> <th>No</th> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/></td> </tr> </table>		Yes	No		<input checked="" type="checkbox"/>	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
Yes	No						
	<input checked="" type="checkbox"/>						

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

\_\_\_\_\_

Date

\_\_\_\_\_

I confirm that these accounting statements were approved by this smaller authority on:

\_\_\_\_\_

and recorded as minute reference:

\_\_\_\_\_

Signed by Chair at meeting where approval is given:

\_\_\_\_\_

# Annual internal audit report 2016/17 to

Enter name of smaller authority here:

Wereham Parish Council

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	YES		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	YES		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	YES		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	YES		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			No Petty Cash Expenses reclaimed
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	YES		
H. Asset and investments registers were complete and accurate and properly maintained.	YES		
I. Periodic and year-end bank account reconciliations were properly carried out.	YES		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	YES		
K. (For local councils only) Trust funds (including charitable)- The council met its responsibilities as a trustee.			N/A

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit Jon Harris

Signature of person who carried out the internal audit [Signature] Date 12/01/17

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

## Guidance notes on completing the 2016/17 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide\* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unexplained or unapproved amendments may be returned and incur additional costs.
- 3. Smaller authorities must approve Section 1 on page 2 before approving Section 2 on page 3.**
4. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness and accuracy before sending it to the external auditor.
5. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
6. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (Section 2 on page 3). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide\*.
7. Explain fully significant variances in the accounting statements on page 3. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a complete numerical and narrative analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide\* to assist you.
8. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 9. You must inform the external auditor of the date set for the commencement of the period for the exercise of public rights.**
10. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2016) equals the balance brought forward in the current year (Box 1 of 2017).
11. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist- No answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	
	All additional information requested, including the dates set for the period for the exercise of public rights, has been provided for the external auditor?	
Section 1	For any statement to which the response is 'no', an explanation is provided?	
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2017 agreed to Box 8?	
	An explanation of any difference between Box 7 and Box 8 is provided?	
Sections 1 and 2	Trust funds -all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	
*Note: The Practitioners' Guide is available from your local NALC, SLCC or ADA representatives or from <a href="http://www.nalc.gov.uk">www.nalc.gov.uk</a> or <a href="http://www.slcc.co.uk">www.slcc.co.uk</a> or <a href="http://www.ada.org.uk">www.ada.org.uk</a> .		

## Bank reconciliation

Wereham Parish Council Financial

year ending 31 March 2017

Prepared by

Helen Richardson (Clerk & RFO)

Date 20 April 2017

Balance per bank statement as at 31 March 2017:	£	£
High Interest account	7,928.26	
Current account	<u>5100.19</u>	
		13,028.45
Less: unpresented cheques at 31 March 2017		Nil
Add: unbanked cash		None
		<hr/>
Net balances as at 31 March 2016		<b>13,028.45</b>

### CASH BOOK

Opening Balance 1 April 2016	10,623.07
Add: Receipts in the year	26,173.01
Less: Payments in the year	(23,767.63)
Closing balance per cash book as at 31 March 2017	13,028.45



# Wereham Parish Council

## Summary of Receipts and Payments

For year ending 31 March 2017

2015/16 restated	2015/16 As errors		2016/17
<b>Receipts</b>			
£ 11,960		Precept	£ 14,500
£ 535	less £120	Burial fee from 2014/15 inc in error	£ 1,555
£ 3,958		Other Receipt	£ 10,118
<u>£ 16,453</u>	£ 16,573	<b>TOTAL RECEIPTS</b>	<u>£ 26,173</u>
<b>Payments</b>			
£ 3,756	less £190	Salary/expenses	£ 3,863
£ 343		Expenses	£ 205
£ 2,818	less £32	Streetlights from 2014/15 in error	£ 1,393
£ 8,002		Admin	£ 8,020
£ 214		Open Spaces	£ 5,628
£		Village Hall	£ 1,215
£ 220		VAT	£ 3,445
<u>£ 15,353</u>	£ 15,575	S137	<u>£ 23,768</u>
£ 9,523	£ 9,523	<b>TOTAL PAYMENTS</b>	<u>£ 23,768</u>
<u>£ 16,453</u>	£ 16,573	Balance carried forward at beginning of year	£ 10,623
£ 25,976	£ 26,096	<i>Add Receipts</i>	£ 26,173
£ 15,353	£ 15,575		£ 36,796
<u>£ 10,622</u>	£ 10,521	<i>Deduct Total Payments</i>	£ 23,768
			<u>£ 13,028</u>
YE 31 March 2016		REPRESENTED BY	YE 31 March 2017
£ 6,805		High Interest Account	£ 7,928
£ 3,818		Current Account	£ 5,100
£		Receipts Not Yet Credited	£
<u>£</u>		Unpresented Cheques	<u>£</u>
<u>£ 10,623</u>			<u>£ 13,028</u>

### Notes

VAT in 2015/16 included in payments by previous clerk

## Wereham Parish Council: Fixed assets

02/05/2017

18 lamp posts	£5,400.00
Cransley seat	£530.00
Cycle rack	£102.00
Glasdon salt bins x 3	£580.00
Glasdon Dog Waste Bins x3	£341.00
SAM2	£3,852.00
<b>Sub total Street Furniture</b>	<b>£10,805.00</b>
Flat top fence in play area	£3,155.00
Self closing gate (play area)	£826.00
Defibrulator	£2,000.00
Defibrulator Emergency Cell Phone	£340.00
Telephone Box	£3,000.00
<b>Sub Total Gates and Fences</b>	<b>£9,321.00</b>
Play equipment	£6,005.00
Nursery rhyme multi play unit	£4,842.00
Storm multi play unit	£8,081.00
Double arch swing cradle seats	£1,687.00
Teenage village	£4,381.00
Double arch swing flat seats	£1,557.00
Goal wall	£4,269.00
<b>Sub Total Playground Equipment</b>	<b>£30,822.00</b>
Play Area flooring	£7,543.00
<b>Sub Total Ground Surfaces</b>	<b>£7,543.00</b>
<b><u>Total Assets</u></b>	<b>£58,491.00</b>

Note assets values must remain consistent year on year for audit purposes and should not fluctuate with insurance schedules. (See practitioners' guidelines).

28 April 2017

The Chairman of Wereham Parish Council  
C/o Helen Richardson Clerk to the Parish Council  
11, Crown Gardens  
Wereham  
KINGS LYNN PE33 9BG

Dear Chairman,

Parish Council Internal *Audit*

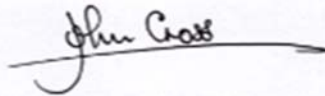
I visited your Clerk this morning in order to carry out the Annual Internal Audit for the financial year 2016-2017 as required by the regulations.

I found that all the safeguards for the correct running of your Parish Council are in place and all the documentation is easy to follow. I note that the assets register, which I mentioned last year, is now updated and in place.

Your new Clerk seems to have settled in well and is in control of the affairs of the Parish, which is going through a busy time at present.

I could find no cause for concern with regard to the Council's affairs for the audit year.

Yours sincerely,



John Cross.