

**Minutes of the Meeting of Northrepps Parish Council
held on 06 June 2017 at 7.00 pm at Northrepps Village Hall**

Present:

Chairman Cllr. A. Mackay, Vice Chairman Cllr. L. Fish,
Cllr. G. Bartlett, Cllr. J. Bumphrey, Cllr. V. Callaghan, Cllr. H. Claxton,
Cllr. S. Penlington, Cllr. J. Youngman

Clerk Mrs J. Warner MILCM

County Cllr. E. Maxfield
4 members of the public

1. Minutes of the Annual Parish Council Meeting held on 02 May 2017

It was **AGREED** that the minutes of the Parish Council meeting held on 02 May 2017 be **APPROVED** as a true record. The minutes were signed by the Chairman.

The Chairman asked that congratulations be given to the PCC for a very successful Open Gardens event at the weekend.

2. Apologies for absence

Apologies were accepted from Cllr. Riggott who had unexpected visitors. Apologies were noted from District Cllr. Fitch-Tillett and PCSO Holmes.

3. Declarations of Interest & Dispensations in respect of Disclosable Pecuniary Interests

There were no declarations.

4. Public Participation

No members of the public wished to address the meeting.

5. Police Report

Members were in receipt of the newsletters from the Police and Safer neighbourhood team.

6. District Council and County Council

6.1 County and District Councillor Reports.

County Cllr. Ed Maxfield was welcomed to the meeting. He advised that due to purdah in the run up to the forthcoming general election he had no report to make.

7. Planning

7.1 Planning Applications for consideration

**PF/17/0742 Single storey extension to front elevation
The Stables, Church Street, Northrepps**

It was **AGREED** to raise no objections.

Planning Decisions from NNDC/NCC:

PF/17/0484 Erection of 2 storey extension to side following demolition of attached garage, porch to front elevation at 127 Broadgate Close – Permit

PF/17/0266 Variation of condition 1 of planning permission PF/15/1466 (original ref PF/14/1559) to revise the approved plans in relation to plot 41 the converted cottage on Church Street – Approve

PF/17/0505 Erection of two single storey dwellings at Crimond, Norwich Road, Northrepps – Application withdrawn

7.2 **Other Planning Matters** (for information only)

There were no other planning matters to report.

8. Highways & Transportation

8.1 **SAM2 signs**

It was noted that replacement batteries had been installed and the sign is in use on Hungry Hill. It was noted that some residents would prefer the sign to be permanently sited on New Road but the regulations dictate that it must be regularly rotated between the 5 sites in the village.

8.2 **Dog fouling of Footpath between Bulls Row and Nut Lane**

It was noted that this has been reported to NNDC and **AGREED** to continue to monitor the situation.

8.3 **Parking on Emery's Close**

It was noted that concern has been raised by residents of Emery's Close that staff from the care home are parking on the pavements causing obstructions and difficulties for delivery vehicles. It was **AGREED** to instruct the Clerk to write to the manager of the care home to ask that they encourage their staff to park elsewhere.

8.4 **Traffic issues in Village**

Members were in receipt of an email from a resident raising various concerns most of which had been replied to. In respect of the remainder, it was **AGREED** that no additional street lighting is required near the village sign, that information about 20mph limits near schools will be obtained from NCC Highways and that the data from the SAM2 sign will be used to assess the speed of vehicles travelling through the village. It was noted that NCC Highways no longer provide the 'Slow Down in our Village' wheelie bin stickers as they were felt to be of limited success.

8.5 **Other Highway Matters** (for information only)

The Clerk was asked to report the following issues to NCC Highways:

- The heights stated on the signage on the roadside and on the railway bridge differ.
- Overgrown verge on Crossdale Street just past New Road junction.
- Foliage growing over the Northrepps sign on the old railway bridge needs to be cut back.
- Directional sign at Crossdale Street/ New Road junction needs to be cleaned and the foliage cut back.

9. Finance & Regulatory Matters

9.1 Payments and Receipts & Financial Statement

The financial matters were **APPROVED** and the finance sheet signed by the Chairman and the Clerk as Responsible Finance Officer (refer attached).

9.2 Actuals Against Budget to date – These were circulated to members and noted.

9.3 Review of Assets for Insurance Purposes

The Clerk advised that following the decision by members to carry out the work themselves rather than pay for professional advice, no one had come forward to carry out the review. It was **AGREED** to instruct the Clerk to carry out the review.

9.4 Clerk's Access to Parish Council Bank Accounts

The Clerk advised that the third party access to the bank accounts had unexpectedly been withdrawn preventing her from obtaining bank statements etc. After a long telephone call and a lengthy visit to the local branch the issue has now been resolved.

9.5 Bank Reconciliation for year ended 31 March 2017

Members were in receipt of the bank statement for the year ended 31 March 2017 which was **APPROVED**. The bank reconciliation was signed by the Chairman and by the Clerk as Responsible Finance Officer.

9.6 Summary of Accounts for year ended 31 March 2017

Members were in receipt of the Summary of Accounts which were **APPROVED**. The Summary of Accounts was signed by the Chairman and by the Clerk as Responsible Finance Officer.

9.7 Report from Internal Auditor

Members were in receipt of the report from the Internal Auditor and noted that there were no matters of concern.

9.8 Annual Governance Statement 2016 2017

The Annual Governance Statement was read out and answers **AGREED** by members. The Governance Statement was signed by the Chairman and by the Clerk as Responsible Finance Officer.

9.9 Annual Return Accounting Statements 2016 2017

Members were in receipt of the Annual Return Accounting Statement which was **APPROVED**. The Accounting Statement was signed by the Chairman and by the Clerk as Responsible Finance Officer.

9.10 Repairs to Crossdale Street Bus Shelter

Cllr. Bumphrey advised that the materials will cost approximately £44. It was **AGREED** to instruct Cllr. Bumphrey to carry out the works.

9.11 Hire fee for Playing Field

It was noted that the Village Hall Committee have asked that the Parish Council review the hire fee for the Playing Field. Members stressed that the fee has been waived on numerous occasions for charitable events

and that the majority of bookings are for several hours. It was **AGREED** to advise that the fee will remain unchanged.

9.12 Other Financial and regulatory matters

The Clerk advised that she had inspected the council owned assets and identified several maintenance issues. It was **AGREED** that Cllr. Youngman will drill the grit bins to allow the water to drain away and that the Chairman will obtain quotations for works to the bus shelters, benches and noticeboards.

10. Playing Field & Allotments

10.1 Maintenance Works

Molehills - The Clerk will contact the pest controller to ask when the treatment will be carried out.

10.2 Conifers

The contractor is yet to carry out the works.

10.3 Cromer Youth FC

It was noted that a request has been received from CFYC to change the layout of the pitches next season and use one large pitch running across the playing field. Members were concerned that this would impact on the neighbouring property and it was **AGREED** to instruct the Clerk to contact CYFC to ask what other options could be considered.

10.4 RoSPA Inspection

It was noted that the shackles have been replacd. The annual RoSPA inspection will take place in June.

10.5 Dog Control Order

No update has been received from NNDC.

10.6 Gardens

The Clerk advised that to date only two volunteers have come forward and she will be meeting them later in the week.

10.7 Allotment Site at Playing Field

Members were in receipt of professional advice from NPLaw who advised that a licence is not appropriate for any tenancy longer than 6 months and that if this is to progress a lease should be drawn up. Members raised concern that the Parish Council would be liable for payment of the fees for both parties and did not feel they could justify paying this for the lease of the land for three allotments. It was **AGREED** to ask whether, as a gesture of goodwill, Mr Gurney would be willing to gift the land to the Parish Council in which case members would reconsider paying the necessary fees.

10.8 Frogshall Allotment Site

It was noted that the track across the site is the property of Anglian Water. It was therefore **AGREED** to instruct the Clerk to write to Anglian Water to ask that the necessary repairs are carried out before a vehicle is damaged.

10.9 Village Hall Car Park

It was noted that works to the car park have taken place.

10.10 Noticeboard near The Foundry

It was noted that the Chairman is yet to arrange for the board to be refurbished.

10.11 Bookings for Playing Field

It was noted that a booking has been received for 17 June.

10.12 Other matters (for information only)

There were no other matters to report.

11. Other works & projects**11.1 WW1**

Cllr. Fish provided an update in respect of the Beacon of Light and commemorative bench.

11.2 Other matters (for information only)

There were no other matters to report.

12. Correspondence**12.1 Correspondence received since 02 May 2017 (list circulated)**

Norfolk ALC	Weekly Newsletters
Town & Parish Forum	Update re Second Homes Council Tax & Big Society Grants – <i>Clerk to recirculate to members</i>
Anglian Water	Private Pumping Stations
Norfolk Family Mediation	Funding letter
NPTS	Training update
Seafarers UK	Fly the Red Ensign for Merchant Navy Day
Coast Partnership	Invitation to conference
Resident letter	Noise nuisance from gyrocopter – <i>It was noted that Mr Gurney is aware and dealing</i>
Northrepps Open Gardens	Letter of thanks

All the above correspondence was noted and no comment made unless stated.

13. To receive items to be included on the next agenda and to consider any other business (for information only)

Noise Nuisance – Concern was raised that complaints had been received about the outdoor music at The Foundry. Cllr. Bumphrey asked that residents contact him direct with any concerns. It was noted that this matter was not on the agenda for debate.

14. To note the date of the next meeting: Tuesday 04 July 2017

15. IT WAS AGREED UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS ACT 1960) TO EXCLUDE MEMBERS OF THE PUBLIC

As there was no update on the following item members of the public remained.

16. Quotations

16.1 Allotment Hedges

It was noted that the Clerk is yet to receive alternative quotations.

There being no further business, the Vice Chairman closed the meeting at 8.10pm

Signed

Dated.....

Financial Matters:**Payments for approval at June meeting:**

DD	EON – Street Light Electricity (May)	£ 29.62
101930	URM – Glass bank (May)	£ 32.21
101931	Secret Gardens (Maintenance – May)	£ 182.00
101932	CRP Accountancy (Internal Audit)	£ 135.00
101933	Information Commissioner (Data Protection)	£ 35.00
101934	Mrs J Warner – Salary & Expenses (May)	£ 217.18
101935	Bus Shelter Cleaner	£ 216.66
101936	Norfolk Pension Fund – Pension (May)	£ 70.45

Receipts since last meeting:

Vat refund	£ 199.10
NCC Verge Cutting	£ 76.96
Hire of playing field 17/6/17	£ 50.00

Financial Statement:

Reconciled balances @ 04 June 2017	
Community Account	£24071.10
Business Premium Account	£ 6289.70
High Interest Business Premium Account	£ 4756.31
Building Society Account	£ 123.37
	<u>£35240.48</u>
Less cheques to be cleared through account:	
Royal British Legion	£ 50.00
Secret Gardens	£ 182.00
	<u>£35008.48</u>

NOTE: Original copy signed and filed in accounts.

NORTHREPPS PARISH COUNCIL

BANK RECONCILIATION FOR YEAR ENDED 31/03/2017

£

Balance as at April 1st 2016	<u>40291.06</u>
Total Receipts	19720.30
Less Total Payments	<u>31711.94</u>
Balance as at 31st March	28299.42

These Cumulative funds are represented by:

Current Account:

Northrepps P. C. Community Account 17880.04

Deposit Accounts:

N.P.C. Business Premium Account	4756.31
N.P.C. High Interest Bus. Prem Account	6289.70
Nationwide Building Society Account	<u>123.37</u>
	<u>29049.42</u>
Less unrepresented cheques	<u>750.00</u>
	<u>28299.42</u>

The above statement represents fairly the financial position of the authority as at 31st March 2017 and reflects its receipts and payments during the year.

Signed.....

Chairman

Date.....

Signed.....

Responsible Financial Officer

Date.....

NORTHREPPS PARISH COUNCIL

Summary Receipts and Payments Account for the year ended 31st March 2017

31st March 2016		31st March 2017
£		£
	RECEIPTS	
13127.00	Precept	13300.00
1327.00	Transitional grant from NNDC	1154.00
0.00	Agency Services reimbursed	0.00
0.00	Loans taken out	0.00
0.00	Capital Receipts	0.00
5.59	Interest on Investments	4.11
215.00	Allotment Rents	195.00
500.00	Recreation Ground Lettings	0.00
360.27	V.A.T. Repayments	3904.59
592.93	Miscellaneous (incl glass bank)	702.63
16025.52	Donations/Grants	459.97
<u>32153.31</u>	Total Receipts	<u>19720.30</u>
	PAYMENTS	
6181.82	General Administration	6002.61
0.00	Agency Services	0.00
1418.00	Section 137 Payments	1418.00
0.00	Capital Expenditure	17676.48
50.00	Allotments	50.00
609.68	Street Lighting	825.04
3949.47	Recreation Ground etc	3576.58
2026.92	Miscellaneous	2163.23
<u>14235.89</u>	Total Payments	<u>31711.94</u>

Note: All payments are shown inclusive of VAT

NORTHREPPS PARISH COUNCIL

Summary Receipts and Payments Account for the year ended 31st March 2017

£		£
<u>22373.64</u>	Balance as at April 1st	<u>40291.06</u>
32153.31	Total Receipts	19720.30
<u>14235.89</u>	Less Total Payments	<u>31711.94</u>
<u>40291.06</u>	Balance as at 31st March	<u>28299.42</u>

These Cumulative funds are represented by:

	Current Account	
29925.79	Northrepps P. C. Community Account	17880.04
	Deposit Accounts	
4754.54	N.P.C. Business Premium Account	4756.31
6287.36	N.P.C. High Interest Bus. Prem Account	6289.70
<u>123.37</u>	Nationwide Building Society Account	<u>123.37</u>
<u>41091.06</u>		<u>29049.42</u>
<u>800.00</u>	Less unrepresented cheques	<u>750.00</u>
<u>40291.06</u>		<u>28299.42</u>

The above statement represents fairly the financial position of the authority as at 31st March 2017 and reflects its receipts and payments during the year.

Signed.....
Chairman

Date..... 6/6/17.

Signed.....
Responsible Financial Officer

Date..... 6/6/17

NORTHREPPS PARISH COUNCIL

Summary Receipts and Payments Account for the year ended 31st March 2017

Supporting Notes for the year ended 31st March 2017

1. Assets

Movements in the year

- a.) **During the year the following assets were purchased at the cost shown:**

	£
Poster board	65.88
Extension of bark pit	1625.00
Safety surfacing	2625.00
Skiddaw Multiplay Unit	8048.00
2 x Springers valued at £400 each	0.00

- b.) **During the year the following assets were disposed of:**

Beauchamp play equipment	4185.00
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- c.) **At 31st March 2016 the following assets were held:**

	Value £
Community Asset	
Recreation Ground Nominal value	1.00
Community Defibrillator Nominal value	1.00

Fixed Assets

Playground Equipment

Target Wall	2910.87
Toddler Swing	1521.96
Adventure Playground	22756.00

Gates & Fences

Adventure Playground fence	1616.65
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Natural Surfaces

2625.00

Other Surfaces

3852.53

Street Furniture

Litter bin	295.00
Metal bench	545.00
Village sign	1810.00
Garden Bench (near Village Sign)	620.00
Notice Board (near Village Sign)	1230.00
Notice Board (Crossdale Street)	129.00
Notice Board (Stevens Road)	129.00
20 Streetlight columns	16449.80
3 Bus Shelters	13290.00
6 Grit bins	714.00
2 dog bins	354.00
PA System	350.00
Plaque	60.00
Planters	149.97
SAM2 VAS	3894.00
Bench	258.27
Litter Bin	227.89
2 Grit bins	261.00

Total	76051.94
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Plus items purchased in (a) above	12363.88
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Less items disposed of in (b) above	4185.00
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Total of Assets	84260.82
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NORTHREPPS PARISH COUNCIL

Summary Receipts and Payments Account for the year ended 31st March 2017

2. Leases

At the close of business on 31st March 2017 there were no leases in operation

3. Borrowings

At the close of business on 31st March 2017 there were no loans to the Council outstanding

4. Debts Outstanding

At the close of business on 31st March 2017 the following debts were owed to the council:
Cromer Youth FC for hire of playing field £500.00

5. Capital Reserve

There was no Capital Reserve set aside during the year ending 31st March 2017

6. Earmarked Reserves

Earmarked reserves of £11700 were set aside as follows:

Bus shelters	£3000
Computer equipment	£1000
Election costs	£1500
Street Lights	£1500
Business continuity	£3000
Allotments	£500
Playing field equip	£500
WW1	£500
Planting	£200

NORTHREPPS PARISH COUNCIL

Summary Receipts and Payments Account for the year ended 31st March 2017

7. TENANCIES

During the year the following tenancies were held with the Council as landlord

Tenant	Property	Rent (p.a.) £
Mr. E. Cooper	Allotment R1	20.00
Mrs. C. Crow-Mains	Allotment R2	20.00
Mr. S. Lumley	Allotment R3	20.00
Ms. Coleby Hurley	Allotment R4	20.00
Mr & Mrs Patrick	Allotment R5	20.00
Mr. Newland superseded by Ms Cummings Knight	Allotment R6	20.00
Northrepps School superseded by Mr. Buxton	Allotment R7a	5.00
Mrs. McCormack	Allotment R7b	10.00
Mr. R. Lemmon	Allotment F1	20.00
Mrs. S. Riggott	Allotment F2	20.00
Mr. B. Phillips	Allotment F3	20.00
Mr. Royall	Allotment F4	0.00 fee waived

During the year the following tenancy was held with the Council as Tenant

Landlord	Property	Rent (p.a.) £
E. Anderson	Frogshall allotments (F1-4)	50.00

NORTHREPPS PARISH COUNCIL

Summary Receipts and Payments Account for the year ended 31st March 2017

8. S137 PAYMENTS

Section 137 of the Local Government Act 1972 enables Parish/Town Councils to spend up to the product of £7.42 per head of electorate for the benefit of people in the area on activities or projects not specifically authorised by other powers. The limit for this Council for the year ended 31st March 2017 was £6242.48 and payments made were as follows:

	£
St. Mary's Church for burial ground	600.00
Northrepps Luncheon Club	50.00
Norfolk Citizens Advice Bureau	100.00
East Anglian Air Ambulance	100.00
Age UK Norfolk	100.00
Royal British Legion (Northrepps Branch)	50.00
Royal British Legion (Poppy Wreath)	18.00
Friends of Northrepps School	<u>400.00</u>
Total grants	1418.00

9. Agency Work

During the year the Council undertook no agency work on behalf of other authorities

10. Advertising and Publicity

During the year the Council incurred no costs for advertising or publicity.

11. Contingent Liabilities

The Council's Accounts for the year 2016/17 do not include provision for any contingencies.

12. Pensions.

During the year the Council made contributions of £827.81 to Norfolk Pension Fund

13. Trust Funds

During the year the Council has administered No Trust Funds.

Signed.....
Chairman

Date.....
6/6/17

Signed.....
Responsible Financial Officer

Date.....
6/6/17

CRP ACCOUNTANCY LIMITED

email 46cruncher@gmail.com or sharonsecker@gmail.com

Please ask For Mr Pooley

Our ref: CRP/NPC01

Your Ref: J Warner

2nd June 2017

*For the attention of Janet Warner
Clerk to the Council
Northrepps Parish Council
38 Central Road
Cromer
Norfolk
NR27 9BW*

Dear Janet

re Internal Audit

I would confirm that I have now been able to complete the Internal Audit of Northrepps Parish Council's Accounts. I have found no errors and only two minor adjustments. The S137 Payment in Note 8 for Northrepps Luncheon Club should be £50.00 and not £500.00. On the Explanation of Variances for Box 2 Precept the Variance is + £173 and not +£171. There are no causes for concern. I have carried out all checks recommended by the Audit Commission and the signed statement has been completed on the attached accounts as requested.

I have completed the Internal Audit Report and checked the figures on the form. Prior to forwarding the accounts to the External Auditor please make certain that all the green boxes are completed as per instructions on page 1 of the Return Form.

Please let me have a photo copy of the form after it has been fully completed, agreed and signed at the next meeting.

Should you require any further details please contact me. Your books are ready for collection.

If re-appointed I estimate my fees to be similar to this year. This assumes no large increase or decrease in the work to be undertaken.

I attach a note of my fees which I trust you find satisfactory.

Yours sincerely

CHRIS POOLEY
for CRP Accountancy Limited.

Encs.

Registered in England No. 4720995

Directors Mrs Sharon L Secker Managing and Mr Chris R Pooley Consultant

The Lodge

Coast Road

Bacton

Norwich

Norfolk

NR12 0EU

Tel. 01692 651000

Fax. 01692 651144

Mobile. 07836312349

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

NORTHREPPS 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:

	Agreed		'Yes' means that this smaller 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 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.	Yes	No	NA
			✓
			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:

26/06/2017

and recorded as minute reference:

9.8

Signed by Chair at meeting where approval is given:

[Signature]

Clerk:

[Signature]

*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

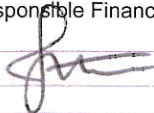
Enter name of
smaller authority here:

NORTH REPPS PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	22373	40291	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	13127	13300	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	19026	6420	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	4668	4500	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	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	9567	27212	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	40291	28299	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	40291	28299	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	76051	84260	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)	Yes	No	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.

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:

06/06/2017

and recorded as minute reference:

9.9

Signed by Chair at meeting where approval is given:



Annual internal audit report 2016/17 to

Enter name of
smaller authority here:

NORTH REPPS 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.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
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.	n/a		No Petty Cash
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.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
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.	✓		

K. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

C R POOLEY

Signature of person who carried out the internal audit



Date

02/06/2016

*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).

NORTHREPPS PARISH COUNCIL - NORTH NORFOLK

Annual Return for the year ending 31st March 2017 - Explanation of Variances

Section 1	2015/2016 £	2016/17 £	Variance £	Explanation of variance
Box 2 Precept	13127	13300	+173	Reduction in transitional grant
Box 3 Other Income	19026	6420	-12606	Replacement of play equipment using S106 and grant received in previous financial year
Box 4 Staff costs	4668	4500	-168	Work of previous bus shelter cleaner now done by volunteers
Box 5 Loan Interest / Capital	NIL	NIL	N/A	N/A
Box 6 Other Payments	9657	27212	+17555	Purchase of play equipment
Box 7 Balance C/F	40291	28299	-11992	Purchase of play equipment. See Earmarked reserves below
Box 9 Fixed assets	76051	84260	+8209	Disposal of old play equipment and purchase of new equipment of new equipment
Box 10 Total Borrowings	NIL	Nil	N/A	N/A

Earmarked reserves @ 31/3/17:

Bus shelters	£3000
Computer equipment	£1000
Election costs	£1500
Street Lights	£1500
Business continuity	£3000
Allotments	£500
Playing field equip	£500
WW1	£500
Planting	£200

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Janet Warner
Clerk to Northrepps Parish Council