

## Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of  
smaller authority here:

TERLING & FAIRSTEAD 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.	Yes		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.	Yes		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.	Yes		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.	Yes		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.	Yes		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.	Yes		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.	Yes		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.	Yes		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	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
		NA	

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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:

TERLING & FAIRSTEAD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	25,118	26,331	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	14,261	15,888	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	6,424	7,726	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	9,730	11,360	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	9,742	10,455	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	26,331	28,130	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	26,331	28,130	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	76,793	77,024	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	—		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:

Brancee Smiley

Date

20/6/2017

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE

Betws-y-Coed  
Fairstead Road  
Terling CM3 2BU.  
21<sup>st</sup> May 2017

Dear Frankie

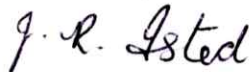
I am contacting you on behalf of the Terling Group Mothers' Union, to see if we qualify for a Community Grant towards our outing on Monday September 4<sup>th</sup> this year.

We are visiting the Silk Mill at Braintree, using the Community Bus at a cost of £30.00 and entry into the Silk Mill at £8.00 each for 12 people at a cost of £96.00, in total £126.00 for Bus and Mill entry.

We will be most grateful if the Parish Council could help us with a grant.

The Mothers' Union is a registered charity.

Yours sincerely



Jackie Isted, Secretary.

Terling Group Mothers' Union.



Appendix C

This service was carried out by Autoglass® on behalf of DIRECT LINE INSURANCE. Please find below a message from DIRECT LINE INSURANCE.



**Job Number:**  
000001016837358

### Job Summary

VAT Reg No. GB 239 7992 01  
**Technician** 1021315 **Date & Time** 10/06/17 08:55

### Vehicle Details

**VRN**  
EX09WYF  
**Make & Model**  
VAUXHALL CORSA

### Location Information

**Location**  
WITHAM GLASS DROP

**Service Type** SUPPLY & FIT **Fitting Location** MOBILE

### Customer Details

**Customer Name**  
MISS SUSAN DIXON

**Owner Address** 39 ARMOND ROAD  
WITHAM  
UNITED KINGDOM  
CM8 2HB  
**Fitting Address** 39 ARMOND ROAD  
WITHAM  
UNITED KINGDOM  
CM8 2HB

### Billing Details

**Corporate Name**  
DIRECT LINE INSURANCE

**Policy Holder Name**  
MISS SUSAN K DIXON

**Policy Number**  
48188608A50190356

**Policy Expiry Date**  
08/04/2018

**VAT Status** N/A **Glass Limit** £9999

**Glass Excess Minimum:** £75 **Repair Excess Minimum:** £10

**Outstanding Excess:** £ **Outstanding Amount:** £0.0

**Online Payment**  
ON-LINE MASTERCARD £75.0

### Contact

**Primary:** 07944066779  
**Home:**

**Work:**  
**Mobile:**

### Job Products

Stock Code	Description	Quantity
PSER01226A	MOBILE CHARGE	1.0
6312RGSH3FD	FRONT DOOR RIGHT	1.0
PSER00400C	ENVIRONMENTAL LEVY CHARGE BODYGLASS	1.0

### Job Collects

**What is the incident date?**  
07/06/2017

**What is the Policy number?**  
48188608A50190356

### Job Inspections

The following items were checked on the vehicle prior to, and after completion of work by our technician

New replacement glass/products\* ✓  
Vehicle exterior ✓  
Vehicle interior ✓  
Window mechanism\* ✓  
Wiper operation\* ✓  
Seat belt operation\* ✓  
Door locks\* ✓  
Wiper blade condition ✓

102288

12/6/17

gone

Amr  
13/6/17

Wiper replacement required

X

Bonnet close

✓

Air bag warning light/sensors

✓

\* if applicable

#### Aperture Condition

Rusty

Damaged

OK

X

#### Job Inspection - Damage

✓ No damage found

Damage found (as indicated below)

The diagram(s) indicate damage identified during vehicle inspection prior to any work

Mileage: 84978

Adhesive Batch Number:

Comments:

#### Glass Repairs

✓ No damage found

Damage found (as indicated below)

Number of repairs: 0

#### Signature Before Work

Customer signature before provision of the service

Customer Print Name Before Job: Mrs S Dixon



Customer Name : MISS SUSAN DIXON

✓ Customer Available

#### Job Billing

Corporate Name	Corporate Type	Net Amount	VAT Amount	Total Amount
GENERIC MOTORIST	GENERIC MOTORIST	£75.0	£0.0	£75.0

#### Job Payments

No job payments

#### Wiper Sales

No wiper sales

#### Signature After Work

I have inspected the vehicle upon completion of work and confirm work has been carried out to my satisfaction. I agree that [ 0 ] glass repair(s) indicated on the vehicle inspection diagram have been carried out. I have inspected the vehicle upon completion of work and confirm calibration work has been carried out to my satisfaction and I have been provided with a certificate.

Customer Print Name After Job: Mrs S Dixon



Drive away time:



## Sales Order Acknowledgement

Wicksteed Leisure Ltd  
Digby Street  
Kettering  
Northants  
NN16 8YJ  
Tel: 01536 517028

### Invoice Address

Terling & Fairstead Parish Council  
Phoenix House  
Fairstead Hall Road  
Fairstead, Chelmsford  
Essex CM3 2AT  
UNITED KINGDOM

### Delivery Address

Terling and Fairstead Parish  
Council  
16 Vicarage Avenue  
White Notley  
CM8 1SA  
UNITED KINGDOM

Account No: CTERL01

Date: 08/06/2017

Page No: 1

OUR REF	CUSTOMER ORDER NO	ORDER DATE	DATE DUE	TERMS NET	ORDER STATUS
333288	F Kilby	08/06/2017	13/06/2017	C-30	

CONTACT FOR ENQUIRIES	ORDER TYPE
Rachael Cooke	SPAR

QUANTITY	PRODUCT CODE AND DESCRIPTION	UNIT PRICE	VALUE
1	5901-048 - Single Tier Rubber Cradle Seat (2007)	£ 125.00	GBP 125.00
1	Carriage - Carriage	£ 10.63	GBP 10.63

Total Excl. VAT	£135.63
VAT	£27.13
TOTAL	£162.76

Frankie Kilby  
01376 584640

THANK YOU FOR YOUR ORDER WHICH IS ACCEPTED SUBJECT TO OUR TERMS OF TRADING. ALL DUE DATES ARE APPROXIMATE.  
IF YOUR REQUIREMENTS DIFFER IN ANY WAY FROM THIS ACKNOWLEDGEMENT PLEASE LET US KNOW BY RETURN.  
IN THE EVENT OF ANY QUERY OR CORRESPONDENCE PLEASE QUOTE OUR REF NO ABOVE.

FOR INFORMATION ON HOW TO MAINTAIN YOUR PLAY EQUIPMENT PLEASE VISIT [WWW.WICKSTEED.CO.UK/PLAYSCAPEINSPECTION](http://WWW.WICKSTEED.CO.UK/PLAYSCAPEINSPECTION) WHERE YOU WILL FIND INSPECTION AND MAINTENANCE CHECKLISTS.

