HELLESDON PARISH COUNCIL
Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
Tel: 01603 301751 www.hellesdon-pc.gov.uk email: clerk@hellesdon-pc.gov.uk

EXTRA ORDINARY MEETING OF THE FULL COUNCIL

Notice of an additional meeting to be held on Tuesday 23 June 2026 at 7pm in The Council Chamber, Diamond Jubilee Lodge Wood View Road, Hellesdon Norwich NR6 5QB

The Openness of Local Government Bodies Regulations 2014
Under the above regulations, any person may take photographs, film and audio-record the proceedings and report on all public meetings. If you do not wish to be filmed / recorded, please notify an officer prior to the start of the meeting

Councillors are summoned to attend for the purpose of transacting the following council business..

AGENDA

Welcome by the Chair

1. **Apologies and acceptance for absence**
   To receive and accept valid apologies for absence as previously notified to the Parish Clerk.
2. **Declarations of Interest and Dispensations**
   To receive Members' Declarations of Interest in Agenda Items and to note the granting of any requests for dispensations.
3. **Public Participation**
   To receive questions from the public.
   (Public participation shall be in accordance with Standing Orders and shall not exceed 15 minutes unless such time is extended by the Chairman).
4. **To receive a report from the Clerk and to note.**
5. **Annual Governance and Accountability Return**

a) To Note Internal Auditor Statement on Annual Return
b) To Agree the Annual Governance Statement 2025/2026
c) To Agree the Accounting Statements for 2025/2026

6. **Date and Time of Next Meeting**

   To note date of next Full Council meeting as 14 July 2026 at 7pm.

Jonathan Hall

Clerk of the Council **Dated 17 June 2026**

HELLESDON PARISH COUNCIL

ITEM NO: 4

Report for : Full Council

Date: 23 June 2026

Item Title: To receive a report from the Clerk and to note

Since my last report at the Full Council meeting on 9th June 2026, I can provide a brief update on a few matters:

Staffing Matters

Following my email to all councillors on Friday 12 June 2026 I will provide a verbal update (if there are any developments) on staffing matters.

Community Cafe

The café staff share the disappointment of the 4 star rating following a recent inspection and the Facilities Manager has updated the Kitchen Manager on his return from annual leave. A robust action plan has been put together by the Facilities Manager and approved by myself. This will facilitate staff training and completion of the required paperwork. I have allocated sufficient time to allow the staff members to undertake this work to ensure there is no repeat of the issues that arose.

For reassurance the café is and remains a safe and clean place to eat and drink. The rating was based on the paperwork and processes that required improvement.

Finances

Since the last full council meeting much progress has been made on the backlog of data and inputting required to Scribe. Due to issues with Rialtas we were unable to start this work until recently. However, the Deputy Clerk has been working some very long days (and nights!) to get matters in to order and thanks to her diligence, I am pleased to report that the accounts to date have been reconciled to 30 April 2026. I am sure I will have further progress to report verbally on 23rd June 2026. I have attached a copy of the reconciliation for reference.

Clerk – 18 June 2026

Hellesdon Parish Council

Prepared by: Rebecca LARKE (Deputy Clerk) Date: 18/6/26

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: 18/6/26

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/04/2026			
	Cash in Hand 01/04/2026			967,514.24
	ADD			
	Receipts 01/04/2026 - 30/04/2026			359,922.04
				1,327,436.28
	SUBTRACT			
	Payments 01/04/2026 - 30/04/2026			99,024.79
A	**Cash in Hand 30/04/2026** (per Cash Book)			**1,228,411.49**
	Cash in hand per Bank Statements			
	Petty Cash	30/04/2026	134.99	
	Unity Trust Current	30/04/2026	24,765.60	
	Unity Trust Instant Access	30/04/2026	768,807.17	
	Barclays Deposit	30/04/2026	350,859.44	
	Barclays Deposit 2	30/04/2026	84,537.34	
	Cafe Float	30/04/2026	100.00	
	Barclay Card	30/04/2026	0.00	
	TradePoint	30/04/2026	0.00	
	Sum Up	30/04/2026	0.00	
				1,229,204.54
	Less unpresented payments			4,492.19
				1,224,712.35
	Plus unpresented receipts			3,699.14
B	**Adjusted Bank Balance**			**1,228,411.49**
	A = B Checks out OK			

Created by Scribe

HELLESDON PARISH COUNCIL

ITEM NO: 5

Report for : Full Council

Date: 23 June 2026

5. Item Title: Annual Governance and Accountability Return

a) To Note Internal Auditor Statement on Annual Return
b) To Agree the Annual Governance Statement 2025/2026
c) To Agree the Accounting Statements for 2025/2026

The Annual Governance and Accountability Return (AGAR) is included in the following pages.

- Ignore pages 1 and 2 these are guidance notes for the Clerk and RFO.
- Page 3 is the page completed by the internal auditor and is point a) within item 5. It is also worth noting the internal auditor's letter regarding the amount of 'no's ticked in this section.
- Page 4 (item 5b) is where the Council have to answer the 10 questions on the left hand side of the form. By agreeing yes or no you will need to demonstrate the actions in the box on the right hand side of the form. I have put some indicative responses in the form as RFO but Council must agree the final response.
- Page 5 (item 5c) is what is described as the 'Council's accounts'. These figures have been automatically produce by Rialtas once the Bank reconciliation for year 25/26 has been undertaken and agreed. These figures have been checked by the internal auditor. I have attached the Bank reconciliation to year end 31 March 2026.
- Page 6 is completed by the external auditor and return to the Council before 30 September 2026.

Asset Register

Box 9 of the AGAR is the value of the asset register. I have attached the asset register for transparency. It does need some explaining as to why there is 3 values but the value that has been used for calculation is the middle column - current value.

However, it is clear that this register needs some work updating it and possibly removing some items we no longer own. The register can then be inputted into Scribe ready for the 2026/27 AGAR return.

Clerk - 17 June 2026

Annual Governance and Accountability Return 2025/26 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- **where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or**
- **where the higher of gross income or gross expenditure was £25,000 or less but that:**
  - **are unable to certify themselves as exempt (fee payable); or**
  - **have requested a limited assurance review (fee payable)**

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices.*

2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
   - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
   - **Sections 1 and 2 must** be completed and approved by the authority.
   - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2026.**
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:
   - the Annual Governance and Accountability Return Sections 1 and 2, together with
   - a bank reconciliation as at 31 March 2026
   - an explanation of any significant year on year variances in the accounting statements
   - notification of the commencement date of the period for the exercise of public rights
   - Annual Internal Audit Report 2025/26

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2026 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements **(Section 2, page 5)**. An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including **the dates set for the period for the exercise of public rights**, been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at **31 March 2026** been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? **NB:** do not send trust accounting statements unless requested.		

Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices, can be downloaded from **www.nalc.gov.uk** or from **www.ada.org.uk**

Annual Internal Audit Report 2025/26

Hellesdon Parish Council

www.hellesdon-pc.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this 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 authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.		✔	
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.		✔	
C. This 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. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.		✔	
G. Salaries to employees and allowances to members were paid in accordance with this 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 bank account reconciliations were properly carried out during the year.	✔		
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. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")*			✔
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.		✔	
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations *(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).*	✔		
N. The authority has complied with the publication requirements for 2024/25 AGAR *(see AGAR Page 1 Guidance Notes).*	✔		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.		✔	

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

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

Date(s) internal audit undertaken	Name of person who carried out the internal audit
10/12/2025 11/12/2025 13/05/2026	Giles Kerkham, LARKING GOWEN LLP

Signature of person who carried out the internal audit: Larking Gowen LLP Date: 08/06/2026

***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, the annual internal audit report **must** explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Hellesdon Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for 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 2026, that:

	Agreed		
	Yes	No*	'Yes' means that this 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 have assured 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 authority to conduct its business or manage 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 authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.		✔	*considered and documented the financial and other risks it faces and 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 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	N/A — *has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*
			✔
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✔		*has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.*

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS www.hellesdon-pc.gov.uk

Section 2 – Accounting Statements 2025/26 for

Hellesdon Parish Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures **must** agree to underlying financial records.*
1. Balances brought forward	763,795	829,958	*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	598,827	634,036	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	203,235	194,728	*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	388,621	364,678	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	46,752	30,493	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	300,526	306,263	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	829,958	957,288	*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	831,281	967,514	*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	4,729,476	4,607,680	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	628,807	601,294	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?		✔	*For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.*

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED

Date DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Hellesdon Parish Council Current Year

Bank Reconciliation Statement as at 31/03/2026
for Cashbook 1 - Current Bank Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Business Current Account 2077	31/03/2026		518,807.17
Business savers account 4401	31/03/2026		12,983.19
			531,790.36

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		531,790.36

Unpresented Receipts (Plus)		
	0.00	
		0.00
		531,790.36

Balance per Cash Book is :-	**531,790.36**
Difference is :-	**0.00**

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 March 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2026	Business Current Account 2077	518,807.17	
31/03/2026	Business savers account 4401	12,983.19	
31/03/2026	Petty Cash	227.10	
31/03/2026	Active Saver 7702	350,859.44	
31/03/2026	Account 73554503	84,537.34	
31/03/2026	Number 2 account 0958	0.00	
31/03/2026	Cafe float	100.00	
			967,514.24

Receipts not on Bank Statement

	0.00
Closing Balance	**967,514.24**

All Cash & Bank Accounts

1	Current Bank Account	531,790.36
2	Petty Cash	227.10
3	Active Saver 7702	350,859.44
4	Active Saver Emergency 4503	84,537.34
5	Number 2 account	0.00
6	Cafe float	100.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	**967,514.24**

Section 3 – External Auditor's Report and Certificate 2025/26

In respect of Hellesdon Parish Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit,** it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/ .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2025/26

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature SIGNATURE REQUIRED Date DD/MM/YYYY

Location	Original Cost	Current Value	Insurance Value
Allotments	52,410.15	52,603.66	0.00
Bull Roundabout	0.00	0.00	2,000.00
Burial Ground	1.00	1.00	0.00
Bush Road	3,250.00	3,250.00	0.00
Cafe	8,012.80	8,012.80	0.00
Community Centre	1,744,450.24	3,207,011.44	21,534.08
Cottinghams Park	17,930.97	17,428.97	0.00
Cromer Road	6,538.00	6,538.00	4,160.00
Diamond Jubilee Lodge	353,793.48	353,718.51	0.00
Drayton High Road	10,667.00	10,667.00	0.00
Gowing Road	603.30	603.30	0.00
Grounds	16,255.18	16,255.18	0.00
HCC Site	77,091.81	77,835.81	11,966.00
Low Road	7,355.00	7,408.00	0.00
Meadow Way	74,285.77	73,555.27	0.00
Memorial Garden/Bowling Green	4,388.35	4,388.35	0.00
Middletons Lane/Parish	2,058.80	2,058.80	0.00
Mountfield Park	19,688.40	52,324.40	0.00
Parish	27,296.40	27,296.40	14,736.00
Parish Hall	751.00	751.00	2,000.00
Raymond Road	4,196.00	4,196.00	0.00
Recreation Ground	71,042.71	71,042.71	4,500.00
Recreation Ground Hard Courts	10,372.00	10,372.00	0.00
Recreation Ground U 16 play area	142,819.93	141,503.71	0.00
Reepham Road	3,251.00	3,304.00	17,512.00
Sadler Road	172.87	172.87	0.00
Skate Park	53,120.00	53,120.00	0.00
Tractor Shed	328,661.78	329,751.78	43,388.00
War Memorial	60,291.67	60,291.67	0.00
Woodland Road	11,757.00	11,757.00	0.00
Woodview Road	53.00	461.00	0.00
TOTAL	3,112,565.61	4,607,680.63	121,796.08

Asset Code	Description	Original Cost	Current Value	Insurance Value
Cafe equipment				
FF086	till for cafe	446.00	446.00	0.00
FF087	coffee machine cafe	3,250.00	3,250.00	0.00
FF090	freezer, mixer & blender	1,360.99	1,360.99	0.00
FF091	cafe equipment	288.91	288.91	0.00
FF092	switch fuse supp/new insector	288.00	288.00	0.00
FF093	card reader & crade	79.00	79.00	0.00
FF094	fridge thermometer	12.49	12.49	0.00
FF095	chopping board rack	24.99	24.99	0.00
FF096	setiing up costs cafe	723.54	723.54	0.00
FF098	cafe equipment/fittings	116.68	116.68	0.00
FF100	convector heaters x 2	63.33	63.33	0.00
FF101	stock & soup pots	39.16	39.16	0.00
FF104	catering teapots x 2	49.98	49.98	0.00
FF110	kenwood whisk & tin opener	35.14	35.14	0.00
FF112	chalkboard/blackboard	19.99	19.99	0.00
FF113	freezer glass door 7 shelves	931.66	931.66	0.00
FF115	Air fryer	224.99	224.99	0.00
FF116	scales digital community fridge	42.49	42.49	0.00
FF121	non slip trays	12.48	12.48	0.00
FF122	dishwasher rack	19.06	19.06	0.00
FF123	ceramic cream jug, pitcher.crockery	35.99	35.99	0.00
FF124	panini maker	33.34	33.34	0.00
FF128	Cake stand with dome lid	19.73	19.73	0.00
FF129	cake tins	11.54	11.54	0.00
TOTAL FOR Cafe equipment		8,129.48	8,129.48	0.00
Centre Equipment				
EQU09	polisher	0.00	0.00	0.00
EQU10	washer scrubber	0.00	0.00	0.00
EQU11	carpet cleaner	0.00	0.00	0.00
EQU13	ladder on wheels	0.00	0.00	0.00
EQU14	step ladder large	0.00	0.00	0.00
EQU15	step ladder small	0.00	0.00	0.00
EQU16	Henry vac	0.00	0.00	0.00
EQU17	trolly	0.00	0.00	0.00
EQU020	legionnaires thermometer kit	133.32	133.32	0.00
EQU022	Sebo XP20 automatic vacuum	294.00	294.00	0.00
FF026	Tents & gazebos	0.00	0.00	2,000.00
FF047	body worn cameras	584.00	584.00	0.00
FF050	microphones x 2	0.00	0.00	1.00
FF053	Rhino hex gazebo	540.83	540.83	0.00
FF56	Urn x2	0.00	0.00	0.00
FF080	baby changing units x3	357.97	357.97	0.00
FF099	stage - portable	4,947.68	4,947.68	0.00
FF102	30 ltr buffalo urn	129.99	129.99	0.00
FF103	high chair	45.37	45.37	0.00
FF105	electric kettle	12.46	12.46	0.00
FF106	glassware bar area ML	212.48	212.48	0.00
FF107	roating tin/food tray set	39.04	39.04	0.00
FF108	crockery,glassware & cutlery	602.60	602.60	0.00
FF109	cutlery tray	16.65	16.65	0.00
FF118	Morphy Richards kettle	19.99	19.99	0.00
FF119	glassware	52.48	52.48	0.00
FF125	crockery mugs 12 pack x 2	36.26	36.26	0.00
FF133	bunting Summer fayre 2024	102.34	102.34	0.00

Asset Code	Description	Original Cost	Current Value	Insurance Value
FF136	crockery mugs 280ml	17.81	17.81	0.00
FF137	glassware	13.29	13.29	0.00
FUR016	Tables x 16	1,479.92	1,479.92	0.00
TOTAL FOR Centre Equipment		9,638.48	9,638.48	2,001.00
Computer Equipment				
COM001	computer equipment & peripherals	1,300.00	1,300.00	0.00
COM002	new computer	1,100.00	1,100.00	0.00
COM003	Lap top computer	400.00	400.00	0.00
COM004	Screens for display	575.00	575.00	0.00
COM005	Dell servers	2,816.00	2,816.00	0.00
COM006	Dell E5430 Laptop	1,195.00	1,195.00	0.00
COM007	Removable NAS hard drive	260.00	260.00	0.00
COM008	web design &development	1,000.00	1,000.00	0.00
COM009	IT upgrade software & hardware	2,600.00	2,600.00	0.00
COM010	Win pro lap top & pro desk top	711.17	711.17	0.00
COM011	I pad & key board	550.00	550.00	0.00
COM013	dell lap top 14"	609.54	609.54	0.00
COM016	new monitors, desk tops & USB adapters	1,723.91	1,648.94	0.00
COM017	new LED monitor & desk mount	175.00	175.00	0.00
COM019	Tablet with Pen & keyboard	0.00	0.00	550.00
COM021	Draytek 2865	230.00	230.00	0.00
COM022	Monitor Phillips 241V 8LA	74.97	74.97	0.00
TOTAL FOR Computer Equipment		15,320.59	15,245.62	550.00
Events				
EQU19	tug of war rope Summer Fayre	166.65	166.65	0.00
FF114	bunting Summer fayre 24	230.50	230.50	0.00
FF127	PVC Bunting 12" x 8 " red, white & blue	102.34	102.34	0.00
GAM001	games Summer fayre	451.93	451.93	0.00
GAM002	golfing equipment Summer Fayre 24	112.84	112.84	0.00
TOTAL FOR Events		1,064.26	1,064.26	0.00
Land & Buildings				
AP001	APIARY	1,846.84	2,040.35	0.00
CP001	car park re surface	30,249.64	30,249.64	0.00
DJL001	Diamond Jubilee Lodge	300,000.00	300,000.00	0.00
EQU007	Microwave, kettle, toaster	159.00	159.00	0.00
FEN001	chain link fence & gate	6,534.00	6,534.00	0.00
FEN002	chain link fence & gate	5,000.00	5,000.00	0.00
FEN003	fencing rear Nursery Close	6,865.50	6,865.50	0.00
FEN004	fencing side Rec Ground	11,580.00	11,580.00	0.00
FEN005	fence & gates external Pallisade	5,890.00	5,890.00	0.00
FEN006	car park chain link fence	3,344.00	3,344.00	0.00
FEN007	fencing tennis court	2,790.00	2,790.00	0.00
FEN008	perimeter fencing	3,112.60	3,112.60	0.00
FEN009	fencing for compound	986.35	986.35	0.00
FEN010	fencing & gate Palisade external	30,000.00	30,000.00	0.00
FEN011	fencing Internal/gates	5,000.00	5,000.00	0.00
FEN012	Acoustic fencing	3,490.00	3,490.00	0.00
FEN013	Chain link fencing	1,800.00	1,800.00	0.00
FEN014	chain link fence & gate	14,992.00	14,992.00	0.00
FEN015	Fencing/gates extension	19,304.00	19,304.00	0.00
FEN016	fencing	9,652.00	9,652.00	0.00
FEN017	fencing Mountfield Park	7,564.00	7,564.00	0.00
FEN018	fencing Rec Ground	4,995.00	4,995.00	0.00
FF001	4 office clocks	45.00	45.00	0.00

Asset Code	Description	Original Cost	Current Value	Insurance Value
FF002	chamber clocks x 2	37.50	37.50	0.00
FF003	Refridgerator	116.00	116.00	0.00
FF004	Oven	300.00	300.00	0.00
FF005	Microwave	150.00	150.00	0.00
FF006	toaster	15.00	15.00	0.00
FF008	verrical blinds x 9	997.00	997.00	0.00
FF009	Latte Mugs x 36	44.00	44.00	0.00
FF010	shelves	925.00	925.00	0.00
FF011	toilet alarms & shutters	947.00	947.00	0.00
FF012	Fridge	135.00	135.00	0.00
FF013	metal store cabinets x 2	200.00	200.00	0.00
FF014	chemical cabinet	100.00	100.00	0.00
FF019	Floodlights	0.00	0.00	4,000.00
FF020	Cycle racks	1,288.70	1,288.70	0.00
FF021	Defibrilator	1,575.00	1,575.00	0.00
FF023	Dog bins x 4	750.00	248.00	0.00
FF024	Notice boards	0.00	0.00	3,036.00
FF025	Notice boards x 2	2,058.80	2,058.80	0.00
FF027	Grit bins x 11	0.00	0.00	1,100.00
FF028	Jumbo Bin black - sand/salt	385.00	385.00	0.00
FF033	Flasks 3ltr & 5 ltr	0.00	0.00	71.93
FF034	Flasks Signature Jub Grand Café 2 ltr x 4	0.00	0.00	53.95
FF035	Pinnable screens x 4	0.00	0.00	488.00
FF036	Electrical upgrade	5,700.00	5,700.00	0.00
FF037	LED Light conversion	1,145.00	1,145.00	0.00
FF038	Double glazing & filming ML hall	561.84	561.84	0.00
FF039	Floor sanding SW/OH upgrade	2,650.00	2,650.00	0.00
FF040	Metal cabinet (PA system)	314.68	314.68	0.00
FF042	washer dryer caretaker restroom	386.66	386.66	0.00
FF044	new cooker wiring	840.00	840.00	0.00
FF045	new cooker gas pipe	2,185.00	2,185.00	0.00
FF046	new cooker	3,810.50	3,810.50	0.00
FF049	PA system x 2	0.00	0.00	1.00
FF052	lockable notice boards x 4	4,080.40	4,080.40	0.00
FF054	lockable notice board	410.00	410.00	0.00
FF055	air conditioning units	9,809.80	9,809.80	0.00
FF57	heater cabinet	0.00	0.00	0.00
FF58	dishwasher large	0.00	0.00	0.00
FF59	dishwasher small x 2	0.00	0.00	0.00
FF60	cash till	0.00	0.00	0.00
FF61	microwave large	0.00	0.00	0.00
FF62	microwave small	0.00	0.00	0.00
FF63	toaster	0.00	0.00	0.00
FF064	kettles	0.00	0.00	0.00
FF65	fridge freezer	0.00	0.00	0.00
FF067	round tables x 5	0.00	0.00	0.00
FF068	high chair x 2	0.00	0.00	0.00
FF069	wine cooler x 2	0.00	0.00	0.00
FF070	dog bin	0.00	68.00	0.00
FF071	dog bins x 2	0.00	136.00	0.00
FF072	dog bins x 6	0.00	408.00	0.00
FF074	Electrical Enclosure	2,603.00	2,603.00	0.00
FF077	Extra dog bin Cromer Road	68.00	68.00	0.00
FF078	Defibrillator & cabinet	1,410.00	1,410.00	0.00
FF079	Notice boards x 3	3,233.00	3,233.00	0.00
FF081	yellow grit bin with lid	172.87	172.87	0.00
FF082	kitchenette	2,200.00	2,200.00	0.00

Asset Code	Description	Original Cost	Current Value	Insurance Value
FF083	kitchen units	4,526.01	4,526.01	0.00
FF084	tiling kitchenette	567.00	567.00	0.00
FF085	wiring kitchenette	1,078.79	898.99	0.00
FF089	noticeboards x 3	3,698.00	3,698.00	0.00
FF117	doorguard holdings x 4	550.00	550.00	0.00
FF126	Defibrillator	750.00	750.00	0.00
FF131	G5 defibrillator x 2	1.00	54.00	0.00
FF132	G5 defribrillator	1.00	54.00	0.00
FF134	G5 defibrillator	54.00	54.00	0.00
FUR003	380 Stacking banqueting chairs	0.00	0.00	7,505.00
FUR004	2 universal chair trolleys	0.00	0.00	0.00
FUR005	Polyfold tables 6ft x 43	0.00	0.00	2,365.00
FUR006	Polyfold tables 4ft x 16	0.00	0.00	704.00
FUR007	Polyfold tables square x9	0.00	0.00	470.00
FUR008	Table trolley 2 mlt.	0.00	0.00	720.00
FUR009	Gopak Games tables x 6	0.00	0.00	492.00
FUR010	Armchairs wooden stacking x 15	0.00	0.00	1,222.20
FUR011	chairs - old ML x 201	0.00	0.00	1.00
FUR012	chairs - plastic x 115	0.00	0.00	1.00
FUR013	tables old lge x 34	0.00	0.00	1.00
FUR014	tables old SML x 10	0.00	0.00	1.00
FUR015	chairs stacking x 388	0.00	0.00	1.00
GAT001	gates Driveway exit	1,870.00	1,870.00	0.00
GAT002	Gates	550.00	550.00	0.00
GAT003	Gates	550.00	550.00	0.00
GAT005	kissing gate Arden Grove	1,833.40	1,833.40	0.00
GAT006	gates Arden Grove	3,491.25	3,491.25	0.00
GAT007	gates Arden Grove	1,919.69	1,919.69	0.00
GAT008	gates Arden Grove	284.63	284.63	0.00
GAT009	Smart Gate tennis courts	6,550.00	6,550.00	0.00
GW001	Grounds workshop	22,248.00	22,248.00	0.00
GW002	tractor & trailer shed	28,840.00	28,840.00	0.00
GW003	New tractor shed	133,163.41	133,163.41	0.00
HC010	MEP services Application 2	83,009.16	83,009.16	0.00
HCC001	Hellesdon Community Centre	1,519,250.00	3,015,100.00	0.00
LAN001	Land at Recreation Ground held in perpetuity	1.00	1.00	0.00
LAN002	Land at Parish Hall held in perpetuity	1.00	1.00	0.00
LAN003	Land at Meadow Way	1.00	1.00	0.00
LAN004	Land at Burial Ground - car park	1.00	1.00	0.00
LAN005	Mountfield Park	0.00	32,500.00	0.00
MIS001	Padlocks/signage/flora	0.00	0.00	10,600.00
MIS002	padlock allotments	47.21	47.21	0.00
MIS003	combination padlock key	73.21	73.21	0.00
OPO001	Old Parish office	42,230.00	42,230.00	0.00
PIA001	Piano	0.00	0.00	4,900.00
PIA002	Piano seat	0.00	0.00	100.00
PIA003	Piano frame	0.00	0.00	216.00
PIA004	Piano cover	0.00	0.00	219.00
PIA005	Grand piano	33,109.00	0.00	0.00
PLAQ003	plaque official opening DJL	160.00	160.00	0.00
PLAQ004	re opening plaque	398.00	398.00	0.00
SIGN001	Village sign	0.00	0.00	2,000.00
SIGN002	Village sign	0.00	0.00	2,000.00
SIGN003	Direction sign	53.00	53.00	0.00
SIGN004	Dog control signs Rec Ground	380.00	380.00	0.00
SIGN005	signs for parks	190.00	190.00	0.00
SKP003	Ramps to skate park area x 2	2,200.00	2,200.00	0.00

Asset Code	Description	Original Cost	Current Value	Insurance Value
SOAK001	soakaway remedial work	5,890.00	5,890.00	0.00
STCK001	misc stock in cabinet	200.00	200.00	0.00
TOIL001	toilet block allotments	15,846.89	15,846.89	0.00
TOTAL FOR Land & Buildings		2,442,371.33	3,937,842.04	42,269.08
Machinery, equipment				
AER002	Huxley HU48 multi depth aerator	8,500.00	8,500.00	0.00
BAT001	Battery operated strimmer	1,304.50	1,304.50	0.00
BAT002	Back Pack Battery	800.00	800.00	0.00
BLOW001	BR500 back pack blower Stihl	329.00	329.00	0.00
BLOW002	Hand held blower 27cc	250.00	250.00	0.00
BLOW003	Blower	600.00	600.00	600.00
CH001	Stihl quick charger	85.00	85.00	0.00
CLE001	High pressure cleaner	5,488.90	5,488.90	0.00
CUT002	Stihl Cowhorn Strimmer/brushcutter FS111	331.00	331.00	0.00
CUT004	Echo SRM 330 Brush cutter	378.00	378.00	0.00
CUT005	Long reach hedge cutters x 2 Stihl	876.00	876.00	0.00
CUT006	McConnell Swingtrim hedgecutter	6,000.00	6,000.00	0.00
CUT007	John Deere underslung grass cutter	2,750.00	2,750.00	0.00
CUT008	Super Bowl 51 bowling green grass cutter	4,500.00	4,500.00	0.00
CUT009	Stihl brush cutter for Kombi	95.00	95.00	0.00
CUT010	Stihl swivel hedgecutter	195.00	195.00	0.00
EQU005	Stanley air pressure	99.00	99.00	0.00
EQU006	jack trolley	0.00	0.00	1.00
EQU18	Clarke Power generator	264.99	264.99	0.00
EQUOO8	6/12 amp battery charges x 2	140.00	140.00	0.00
KT001	Stihl KMA 130R Kombi tool	240.00	240.00	0.00
LW001	Spaceline litter warden	924.00	924.00	0.00
LW002	litter pickers	114.99	114.99	0.00
MAR003	Go midi line marker	465.00	465.00	0.00
MOW001	green cylinder mowers x 3	22,000.00	22,000.00	0.00
MOW002	major roller mower	4,750.00	4,750.00	0.00
MOW003	Atco royale	5,000.00	5,000.00	0.00
MOW006	Flail mower	2,357.50	2,357.50	0.00
MOW009	Honda Mower HRX537 HY	850.00	850.00	0.00
MOW010	Honda HRX537HY	949.00	949.00	0.00
MOW011	Wessex CRX 320 mower	28,945.00	28,945.00	0.00
PLA001	Henchman platform	950.00	950.00	0.00
PRU001	Stihl pole pruner	140.00	140.00	0.00
RAKE001	tricast rake/roller brush	2,500.00	2,500.00	0.00
RAKE002	Sisuis rotarake	5,500.00	5,500.00	0.00
ROLL001	trulevel roller	1,500.00	1,500.00	0.00
ROT001	DW Tomlin rotary cultivator PTO	2,485.00	2,485.00	0.00
ROT002	2 wheel tractor, scythe & rotovator	3,614.00	3,614.00	0.00
SHR001	Eliet minor shredder	950.00	1,950.00	0.00
SPIK001	Plugger spiker	3,500.00	3,500.00	0.00
SPIK002	sarrel roller spiker	1,000.00	1,000.00	0.00
SPRA001	25 ltr pump sprayer	850.00	850.00	0.00
SPRA002	Hardi Pump Boom sprayer 125 ltr	1,000.00	1,000.00	0.00
SPRA004	Cooper Pegler 15ltr sprayer	144.88	144.88	0.00
SPRAY005	15l tr Sprayer	210.00	210.00	0.00
SPRE001	Hot shot broadcast spreader	250.00	250.00	0.00
SPRE003	75 kg fertiliser broadcaster	750.00	750.00	0.00
SPRE004	25 kg salt spreader	400.00	400.00	0.00
SPRI001	2 track water sprinkler	800.00	800.00	0.00
STOR001	Metal knaack lockable storage cabinets	1,900.00	1,900.00	0.00
STR001	Lawnflite Pro 3490 strimmer	480.00	480.00	0.00

Asset Code	Description	Original Cost	Current Value	Insurance Value
SWE001	Brava Sweeper 700 HTMA	2,750.00	2,750.00	0.00
TBOX001	tool box	300.00	300.00	0.00
TOOL001	srewdrivers,spanners, hand tools, gardening tools	1,750.00	1,750.00	0.00
TOOL002	makita drill	208.33	208.33	0.00
TOOL003	Einhell electric power drill	125.00	125.00	0.00
TR002	Wessex hydraulic tipping trailer	2,800.00	2,800.00	0.00
TR003	Tomlin hydraulic tipping trailer	2,300.00	2,300.00	0.00
TRA002	John Deere 1026R tractor/trailer	15,690.00	15,690.00	0.00
TRA004	John Deere compact utility tractor	0.00	0.00	42,236.00
TRA005	Iseki TG6687 Tractor	39,707.00	39,707.00	0.00
VAN003	installation charge points	750.00	750.00	0.00
WBS001	chemical chests x 2	2,000.00	2,000.00	0.00
WBS002	makita electric planer	150.00	195.00	0.00
WBS003	Bosch Angle grinder	130.00	175.00	0.00
WBS004	Draper socket set	90.00	90.00	0.00
WBS005	50w skil saw	160.00	160.00	0.00
WBS006	9' vice	204.95	204.95	0.00
WBS007	BG150cx 6" bench grinder	33.33	33.33	0.00
TOTAL FOR Machinery, equipment		197,654.37	198,744.37	42,837.00
Memorials				
MEM001	War memorial	60,000.00	60,000.00	0.00
MEM010	ceramic WW1 poppies	136.00	136.00	0.00
MEM011	women in war/unknown Tommy statues	291.67	291.67	0.00
PLAQ001	Memorial dedication plaque x 3	1,702.00	1,702.00	0.00
PLAQ002	Personal memorial plaque	500.00	500.00	0.00
TOTAL FOR Memorials		62,629.67	62,629.67	0.00
Office Equipment				
BAN001	banner HPC	59.00	59.00	0.00
EQU001	Dyson DC 33	286.00	286.00	0.00
EQU003	Office shredder	375.00	375.00	0.00
EQU023	Laminator	38.32	38.32	0.00
FF130	Kettle	25.45	25.45	0.00
FUR001	new office furniture	6,058.00	6,058.00	0.00
FUR002	office furniture, desks/cabinets	2,800.00	2,800.00	0.00
PCOP001	photocopier, printer & scanner	4,950.00	4,950.00	0.00
TOTAL FOR Office Equipment		14,591.77	14,591.77	0.00
Play Equipment				
PE001	hoop	0.00	0.00	500.00
PE9001	Metro Play Unit	7,733.00	7,733.00	0.00
PE9002	surface wetpour safety	2,950.00	2,950.00	0.00
PE0003	Metro Access swing	2,070.00	2,070.00	0.00
PE9004	Spring riders	2,950.00	2,950.00	0.00
PE16001	surface wetpour safety	12,404.70	12,404.70	0.00
PE16002	swing	3,500.00	3,500.00	0.00
PE16003	sky waker	2,375.00	2,375.00	0.00
PE16004	various play equipment	61,263.47	61,263.47	0.00
PE16005	new play equipment	18,939.67	17,623.45	0.00
PE16006	table tennis table outdoor	912.40	912.40	0.00
PE16007	High frame swing with shell seat	3,569.94	3,569.94	0.00
PEMW001	Delta swing	1,597.00	798.50	0.00
PEMW002	safety surface for delta swing	1,897.00	1,897.00	0.00
PEMW003	1.5 metre sq tower	5,000.00	5,000.00	0.00
PEMW004	cantilever swing	2,995.00	2,995.00	0.00
PEMW006	cone climber	4,795.00	4,795.00	0.00

Asset Code	Description	Original Cost	Current Value	Insurance Value
PEMW007	safe matting	1,550.00	1,550.00	0.00
PEMW009	safe matting	2,205.00	2,205.00	0.00
PEMW010	basket ball hoop	500.00	500.00	0.00
PEMW011	Trim trail	3,250.00	3,250.00	0.00
PEMW012	Ball wall	580.00	580.00	0.00
PEMW013	Olympic 2.4m crade swing seats	2,464.00	2,464.00	0.00
PEMW014	Pirate Ship	11,332.77	11,332.77	0.00
PERG001	stage payment new playground	18,939.67	18,939.67	0.00
SKP001	surfacing asphalt	6,300.00	6,300.00	0.00
SKP002	Concrete Street Course	32,500.00	32,500.00	0.00
SKP004	Husson ball wall	5,730.00	5,730.00	0.00
YS001	Youth Shelter	7,167.69	7,167.69	0.00
TOTAL FOR Play Equipment		227,171.37	225,056.65	500.00
Sports Equipment				
GOA001	goals 3G Park	2,326.00	2,326.00	0.00
GOA002	goal posts and nets	1,083.00	1,083.00	0.00
GOA003	goal posts and nets	1,083.00	1,083.00	0.00
NET001	free standing netball posts	1.00	1.00	0.00
TEN001	3 sets wheeled tennis court stands and nets	3,822.00	3,822.00	0.00
TOTAL FOR Sports Equipment		8,315.00	8,315.00	0.00
Street Furniture				
BEN001	bench Dealuville metal	725.00	725.00	0.00
BEN002	bench Dealuville meta	725.00	725.00	0.00
BEN003	bench Eco	390.00	390.00	0.00
BEN004	bench Eco	390.00	390.00	0.00
BEN005	bench Eco	390.00	390.00	0.00
BEN006	bench metal	225.00	225.00	0.00
BEN007	bench metal	225.00	225.00	0.00
BEN008	bench Moorland	603.30	603.30	0.00
BEN009	benches wooden x 6	1,200.00	1,200.00	0.00
BEN010	bench picnic	635.00	635.00	0.00
BEN011	bench picnic	235.00	235.00	0.00
BEN012	WW1 benches & bins	2,391.00	2,391.00	0.00
BEN013	benches Mountfield Park	1,774.90	1,774.90	0.00
BEN014	concrete pad for benches	2,068.50	2,068.50	0.00
BEN15	NHS bench	1,250.00	1,250.00	0.00
BEN016	Moorland bench	603.30	603.30	0.00
BEN017	benches x 2 Meadow Way	1.00	1.00	0.00
BEN018	bench Kings Charles coronation	1,480.64	1,480.64	0.00
BUS001	Bus shelter Reepham Road x 4	0.00	0.00	8,320.00
BUS002	Bus shelter Cromer Road x 2	0.00	0.00	4,160.00
BUS003	Bus shelter Cromer Road x 2	6,470.00	6,470.00	0.00
BUS005	Bus shelter Drayton High Road	2,677.00	2,677.00	0.00
BUS006	Bus shelter Reepham Road	3,250.00	3,250.00	0.00
BUS007	Bus shelter	3,250.00	3,250.00	0.00
BUS008	Bus shelter	3,250.00	3,250.00	0.00
BUS009	Bus shelter	0.00	0.00	3,354.00
BUS010	Bus shelter	0.00	0.00	2,919.00
BUS011	Bus shelter	0.00	0.00	2,919.00
BUS012	Bus shelter	4,196.00	4,196.00	0.00
BUS013	Bus shelter	3,732.00	3,732.00	0.00
BUS014	Bus shelter	4,775.00	4,775.00	0.00
BUS015	Bus shelter	7,354.00	7,354.00	0.00
BUS016	Bus shelter x 2 Drayton High Road	7,990.00	7,990.00	0.00
FF022	Litter bins x 12	0.00	744.00	0.00

Asset Code	Description		Original Cost	Current Value	Insurance Value
FF051	Litter bin bercy		475.00	475.00	0.00
FF073	litter bins at bus stops		0.00	0.00	0.00
FF075	litter bins x 4		248.00	248.00	0.00
FF076	litter bins x 2		136.00	136.00	0.00
FF088	50 traffic cones		321.24	321.24	0.00
FP001	5m heavy duty glassfibre flagpole		405.15	405.15	0.00
LC001	Lighting columns		3,406.00	3,406.00	0.00
SAM001	Speed Awareness Monitors		2,394.00	2,394.00	0.00
SAM002	Speed Awareness Monitor		6,400.00	6,400.00	0.00
SAM003	battery charger & additional battery		588.00	588.00	0.00
SAM004	bracket set & 2 clips		208.00	208.00	0.00
TAB001	table Ellipson picnic		2,150.00	2,150.00	0.00
TAB002	table Ellipson picnic		2,150.00	2,150.00	0.00
TOTAL FOR Street Furniture			81,138.03	81,882.03	21,672.00
TV,AV, Photo Equip & Tools					
AV001	Digital projector		2,880.00	2,880.00	0.00
AV002	DVD player		34.99	34.99	0.00
CAM001	Digital camera		110.00	110.00	0.00
FF135	speakers		74.97	74.97	0.00
PH001	mobile phones		289.93	289.93	0.00
PH002	Samsung A20E phones		0.00	0.00	1.00
TEL001	Walkie talkie set		156.13	156.13	0.00
TV001	LG Plasma TV		960.00	960.00	0.00
TV002	TV warm room HCC		386.30	386.30	0.00
TOTAL FOR TV,AV, Photo Equip & Tools			4,892.32	4,892.32	1.00
Vehicles					
VAN001	Nissan electric van		14,990.00	14,990.00	0.00
VAN002	roof bars electric van		193.94	193.94	0.00
TOTAL FOR Vehicles			15,183.94	15,183.94	0.00
cctv					
CCTV001	CCTV system		1,965.00	1,965.00	0.00
CCTV003	equipment installed pre 2009		0.00	0.00	11,966.00
CCTV004	equipment installed post 2009		20,000.00	20,000.00	0.00
CCTV005	DVR 32 channel		2,500.00	2,500.00	0.00
TOTAL FOR cctv			24,465.00	24,465.00	11,966.00
		TOTAL	3,112,565.61	4,607,680.63	121,796.08