

Clerk's Report – Warham Parish Council – 19 March 2026

This is my first clerk's report, so I will ask for your patience when considering it. After being offered the clerk role, starting on 01/04/2026, I was unfortunately unable to attend the meeting on 19/03/2026 as this was the final session of the Parish Clerk Induction training course which had been arranged. This was a very worthwhile course and a good introduction to the role. Keith has finalised the accounts for last year and has had them audited accordingly and these should have been attached with the meeting invitation and agenda. He has also been completing the work he was doing on the funding for the playground.

On 02/04/2026 I had a meeting at the Reading Room with Keith, where he kindly showed me round the village, pointing out the site of the proposed playground, plus the old site, handed me the records held for the parish and the council laptop. In the intervening weeks he has provided invaluable support while I'm trying to find my feet and I want to express my sincere thanks to him for that.

The new parish clerk email account, introduced by Keith, has now been completed and hopefully this has led to a drop in unwanted emails to Keith. I've been able to send and receive emails using it with the parish laptop and it seems to be working well. I've contacted Sarah Butikofer and updated her with the new email and after the recent elections, I've now forwarded the details to Victoria Halliday at Norfolk County Council as well and she's now responded with the county councillor report. I have also had some email enquiries from a parishioner, enquiring about the old children's play area on Chapel Street and has offered to assist with dismantling the unsafe wooden play equipment and safely dispose of it. I have replied to them to say I would mention it at the next meeting.

Access to the council website has also been set up and I've been able to change the parish clerk details on there. I shall add the statutory AGAR returns and Right of Access notice, as placed on the village noticeboard, as soon as I am able.

Unity took some time contacting me to get set up on the council's banking system, despite Keith notifying them in March, but I have now been able to get set up and have been able to send payment requests for members' approval for the accounts audit and grass cutting since.

I have attached the accounts for the end of year, the statements for the accounts from Unity and a bank reconciliation, which I hope I've done correctly. Please excuse me if I've sent more than required. Payments made so far are for grass cutting and the audit. I have been in the process of setting up the new clerk PAYE, but unfortunately, I've not yet received an authorisation code from HMRC, so parish clerk salary hasn't appeared on the accounts yet, but hopefully will be in place before the next meeting.