

COUNCIL FRAUD INVESTIGATION GROUP

1. The Working Group will comprise one Councillor and two parishioners, namely:
 - i. Cllr Adam Giles to oversee the investigation.
 - ii. Mr Peter Gardiner and Mr Peter Cox to be the investigators.

2. The Group will work to the following Terms of Reference:
 - i. To investigate financial irregularities including but not limited to embezzlement, fraud, theft of money and theft or attempted theft of property by Mrs Copeman during the period she was:
 - a. Parish Clerk, 1997- July 2017.
 - b. Bookings or Lettings Clerk for the Parish Hall, 2004-2016.
 - c. Bookings or Lettings Clerk for the Playing Field and Pavilion, 2004-2016.
 - d. Clerk to the Welney Archives and Social History Committee, 2006-2017
 - e. Clerk to the Allotments Committee, 2010-2014
 - f. Clerk to the Playing Field Trustee(s), 2015-2017
 - g. Bookings or Lettings Clerk for the William Marshall Centre, 2016 – Oct 2017
 - ii. To determine where possible how much money was embezzled
 - a. by examining the Council's and Playing Field Trustee's minutes, files, accounts, auditors statements or comments, annual returns, bank statements, cheque books and any other documents the Group consider may assist them.
 - b. by discussion with successor Bookings Clerks and examining their records.
 - iii. To liaise with Norfolk CID on behalf of the Council:
 - a. To provide any information or documents that may help the police investigation.
 - b. Report police progress and comments to Council.
 - iv. Report progress monthly or bi-monthly by Cllr A Giles and/or the investigators.
 - v. To establish how irregularities and embezzlement were able to happen.
 - vi. To recommend financial policy and procedures to be adopted by the current and future Parish Councils to prevent any further occurrences.

J. Loveday



Chairman of Welney Parish Council, 20th October 2019