

NOTES ON DRAFT ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2020

RECEIPTS Note: Figures in round brackets are for previous year – italic figures in square brackets are the amounts allowed in the budget

PRECEPT: The Precept was £5,000 (5,000) – [5,000]

VILLAGE HALL RECEIPTS: To end March 2020 hire fees received totalled £14,594.50, up over £1,000 on last year (£13,382.49). Most of this increase was due to two elections being held. Whilst currently a good source of income, reliance is, as in previous years, placed on one main hirer – [£14,000]

AGENCY SERVICES: The Parish Council undertook the verge cutting contract from Norfolk County Council under delegated powers. A payment of £2,685.57 (£2,614.97) was received – [£2,650]

RECYCLING: Income remained the same at £250 per annum which is the standard payment made by South Norfolk Council for hosting this service over the past few years. [£250]

WAYLEAVE: The annual payment was virtually the same as last year at £150.74 (£149.19) – [£149]

SOLAR PANELS: Four FIT payments totalling £295.33 have been received. Slightly down on last year (£307.03), but more than 2017 – [£200]

ALLOTMENTS: Total income from Allotments was £380 (£370). Total Farm Business Tenancy (FBT) income was £1,430, the same as last year giving a combined Allotment and FBT total of £1,810 (£1,800) – [£1,800]

BOWLS CLUB RECHARGE: £225 for their share of the utilities bill was received from the Bowls Club (£114.86). This figure is now a correct charge based on meter readings whereas previously it was an estimate – [£150]

BANK INTEREST: Interest rates continue to be negligible: £16.07 earned to end March 2020 (£10.24)

VILLAGE SIGN: £644 was received from our insurance company for the damage to the Village Sign

GRANTS/DONATIONS:

- A grant of £20 was received from SNC for taking part in the Big Litter Pick.
- A £50 donation from the Guides was received in part payment for the new chair carrier.
- £200 was received from Richard Elliot's Ward Grant towards the defibrillator cabinet at the school.
- A CIL payment of £2,719.65 from new developments was received.
- A further CIL of £343.56 was received that was left from a nearby development and allowed for the speed signs
- A grant of £2,000 was received from Margaret Dewsbury from her Highways Budget
- A donation of £1,500 from the Friends of Wicklewood School.

These last four payments were used as part payment for the new speed signs

TOTAL RECEIPTS FOR YEAR (Excluding VAT repay) **£32,504.42**

After excluding the grants/donations received in part payment for projects the Receipts are £25,691.21 – [Expected receipts from Budget £24,199]

During 2019/20 £1,573.97 was reclaimed for VAT paid in the previous year (£2,533.54). NB. As expenditure is recorded as Net, this VAT has no impact and is not included in receipts figures

PAYMENTS

(All figures quoted are net of VAT and last years' figures are in round brackets – Budgeted amount italic in square brackets

ADMINISTRATION COSTS: postage, printing, office supplies - £109.70 (£202.32) – [£200]

INSURANCE: Annual Zurich Insurance premium - £1,205.56 (£1,288.14) – [£1,300]

WAGES AND SALARIES: Gross salaries for staff amounted to £4,247.28 (£5,460.09) for the year. I will no longer report on HMRC payments separately but combine them with salary. The Clerk's hours were increased by 3 hrs a month in December - [£4,030]

CLERK'S EXPENSES: Homeworking allowance (now paid with salary) and mileage £329.40 (£378.90) – [£345]

TRAINING: Training for new Councillors £120 (£185) – [£250]

AGENCY SERVICES: The net total for the urban and rural delegated service of verge cutting contracts remained the same this year at £1,340. The cost of this contract is met entirely from the money received from Norfolk County Council – [£1,550]

UTILITIES

- Heating Oil: £739.30 (£541.00) (£676.65 in 2017/18). This amounted to three orders, one more than last year. A fourth order has just been received but payment made in April – [£600]
- Electricity: £266.17 (£336.61) – [£330]
- Water: £715.78 (£219.18). The increase is due to the previous year using up credit from 2017/18. Regular meter readings are now submitted to avoid estimated bills – [£300]

Total Utilities £1,721.25 (1,096,79) - {£1,230} Oil and water bills took this well over budget

The Parish Council recharges an element of water and electricity to the Bowls Clubs as recorded in Receipts

DOG BINS: £213.60 (£240) – {£320 – this included wheelie bins in budget}

VILLAGE HALL

A total of £6,345.44 (£5,300.11) was spent on maintenance and running costs, including cleaning – not including utilities {£6,830}

- £3,693.89 Cleaning contract and cleaning materials
- £180.00 Annual Licence Fee to South Norfolk
- £111.13 Minor replacement/repair items in hall, kettle, door mat etc
- £281.00 Annual fire extinguisher and alarm testing by East Fire
- £58.99 SNC – empty wheelie bins
- £219.84 H & S equipment – replacement emergency lights
- £73.00 Replacement room thermostat
- £206.00 Annual Boiler Service and one repair
- £90.00 New chair trolley (£50 paid towards this by Guides)
- £657.00 New hand driers and installation
- £442.59 Repairs to hall roof (one bill still outstanding)
- £332.00 Deposit for new flooring for bar and replacement carpet for stage

PLAYING FIELD/GROUNDS:

- Norse grass cutting contract for the playing field was £1,551.88 (£1,202.69) – {£1,550}
- Annual playground inspection £79.00 (£77.00)
- An outside table tennis table was installed £350 - table was free from SNC but installation was charged

- The field was sprayed with weedkiller, £125
- The play equipment was re-painted, £231.95
- New goal nets and pegs cost £101.50
- £160.91 was spent on various minor repairs.
- £250 was spent on repairing a manhole.
- Litter pickers were purchased for community use £75.95

Total for playing field and grounds £2,926.19 – [£2,050] The improvements to the play equipment which were not budgeted for took this item well over budget

AUDITORS: Audit costs were the same as last year. Internal Auditors cost £227.50 and external £200.00, a total of £427.50 – [£450]

ANNUAL SUBSCRIPTIONS

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|--|-----------------------------------|
| • Information Commission Certification | £ 35.00 |
| • Playing Fields Association | £ 20.00 |
| • HMRC Payroll Website | £ 84.50 |
| • Norfolk Assoc. Local Councils | £235.73 |
| | £375.23 (£370.99) - [£349] |

CAN subscription was not renewed

BUSINESS RATES: This was zero rated again for 2019/20 due to the government's continued extension of the small business rate relief where the Parish Council owns only one premises.

LOAN REPAYMENTS: These remained the same at £1,356.72. The amount outstanding is £7,610.37. The final payment will be made in May 2025 – [£1,357]

ADVERTISING AND PUBLICITY: A cost of £50 (£40) relating to the ad in 'The Net' – [£50]

VILLAGE SIGN: Repairs to the village sign after another RTC cost £620.00. This was paid by insurance at the gross cost less excess, however, we can claim back the VAT which more than equals the excess.

BANK CHARGES: No charges have been incurred during the year.

PROJECTS:

- The Parish Council paid £490 to Wicklewood School for a defibrillator cabinet to enable the defibrillator they already had to be accessed by the general public. (This was partly paid for by the ward grant of £200 from Richard Elliot)
- Two fixed school speed signs, and a moveable SAM2 speed sign were purchased to address the issue of speeding in the village. £6,167.00 plus £1,000 to commute them to NCC. This was part funded by CIL money, a grant from MD's Highways budget and a donation from the Friends of the school (see details in receipts) Total paid by parish council £603.79.

TOTAL paid on projects £7,657.00 – Donations/Grants received in part payment £6,763.21. Cost to Council was £893.79 this expenditure had not been budgeted for but were covered by the Contingency allowance.

TOTAL payments for the year £28,468.30. After excluding the part of payments made for projects covered by grants, Payments were – 21,655.09 {Budget £22,199 plus £2,000 ringfenced for footpath and £3,000 from reserves – invested in new account}. Therefore there was an excess of Receipts over Payments of £4,036

A 1 year Business Bond account was opened with the Hampshire Trust Bank where £5,000 of the money ring-fenced for the new footpath was invested. This is paying 1.75% interest and matures on 23/7/20

CASH POSITION: At the close of the year (31st March 2019) the Parish Council has cash in hand of £5,158.39 in the Business Premium Account and £6,939.32 in the Current Account with one cheque for £1,000 not yet paid in; plus £5,000 in the Business Bond. Total of £16,097.71 (£13,821.11)