

# NOTES ON DRAFT ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2021

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

**PRECEPT:** The Precept was increased this year to 11,000 to cover the footpath and decoration of the village hall (5,000) – {11,000}

**VILLAGE HALL RECEIPTS:** To end March 2021, hire fees received totalled £6,623, (£14,595) {£14,000} a big reduction on previous years due to the hall being closed due to Covid restrictions, although the main user, the dance lessons resumed when allowed and actually used it more than normal due to the other venues she usually uses remaining closed but the other regular hirers have not used the hall all year. This figure includes pitch fees paid by the fish and chip van and coffee cart who set up on the village hall car park. £36 of this has been paid for sessions that were not used so will be credited to the hall user next year.

**AGENCY SERVICES:** The Parish Council undertook the verge cutting contract from Norfolk County Council under delegated powers. A payment of £2,752 was received (£2,686) {£2,685}

**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) {£250}

**WAYLEAVE:** The annual payment was £392, a huge increase on previous years with no explanation given for the additional payment (£151) {£149}

**SOLAR PANELS:** 4 FIT payments totalling £317 were received, slightly up on last year (£295) {£200}

**ALLOTMENTS:** Rents were increased this year, however one large plot has been vacant. Total income received £336 (£380). Total Farm Business Tenancy (FBT) income £1,451 giving a combined Allotment and FBT total of £1,787 (£1,810) {£1,800}

**BOWLS CLUB RECHARGE:** An agreement was reached with the Bowls Club this year to formalise the recharge arrangement for their use of hall utilities. It was discovered that the water meter readings previously provided had been in gallons not litres as believed. Therefore the previous year's short payment was added to the corrected amount for this year and payment was received for £841 (£225) {£200}

**BANK INTEREST:** £87 interest received this year, mainly received from the savings bond the footpath money had been invested in. Interest received from our Barclays accounts remains minimal (£16) {£5.00}

**CIL:** £1,076 CIL payment received which was allocated towards payment of the footpath

**COVID SUPPORT:** The Booking Clerk has been on either full or part time furlough for most of the year. Job Retention Scheme grants towards her salary of £687 have been received. Although initially, parish councils were excluded from applying for the Government Covid support grants, during the year the ruling was changed allowing this. We received the initial Small Business Grant of £10,000. We later received further Business Support grants and Covid Closed Business Lockdown grants of £9,907. In total, Covid grants received have totalled £19,907

**LOAN:** A 5 year interest free loan against future precept of £21,000 was received from South Norfolk Council to pay for the replacement of the side roof of the hall which was found to have long term water damage and was not suitable for repair. I would like to thank our District Councillor Richard Elliot for his support in securing this loan.

**MISCELLANEOUS RECEIPTS:** A payment of £100 received for the sale of the scrap from the old hall roof

**TOTAL RECEIPTS FOR YEAR** (excluding VAT repay) **£66,818**

Excluding the loan for the roof, receipts were **45,818** (£32,504) {Anticipated receipts from Budget £30,289}

**PAYMENTS** All figures are net of VAT. Figures in round brackets are for previous year – figures in square brackets are the amounts allowed in the budget

**ADMINISTRATION COSTS:** Postage, printing, office supplies and Zoom charges – £279 – Zoom was a new charge this year. Postage was higher this year due to meeting remotely plus I stocked up on stamps to beat the end of year price rise. There are stamps to value of £60 still in hand. (110) {£200}

**INSURANCE:** Annual Zurich insurance premium – £1,227 (£1206) {1,300}

**SALARIES:** The Booking Clerk voluntarily reduced hours for 2 months at beginning of lockdown and since then has been on full or part-time furlough most of the year so has not received full salary for 11 months. The hours of the Clerk were increased in December in line with the recommended minimum hours from 23 to 30.5 hrs per month. A national pay rise was given. Combined salary, including HMRC payments and working from home allowance – £4,795 (£4,247) {£4,785}

**CLERK'S EXPENSES:** Mileage, much reduced due to virtual meetings – £48 (115) {121.00}

**AGENCY SERVICES:** The net total for the urban and rural delegated service of verge cutting contacts £1,460 (1,340) {£1,550} The cost of this contract is met entirely from the money received from Norfolk County Council

**UTILITIES**

- £614 Heating Oil: (739) {£600} Advantage was taken of the record low oil prices to fill the tank up. There should be a considerable amount remaining but unable to measure this
- £604 Electricity: (£266) {400} The very late invoicing of the previous winter costs fell in this year, artificially increasing the total for the year
- £293 Water: (716) {£700} Regular meter readings prevent the previous estimates. There was a saving in utilities due to the hall being closed but because of the big oil order, and electric bad invoicing, this saving doesn't show in the total spent in the year. The Parish council recharges an element of water and electricity to the Bowls Club as recorded in Receipts

**VILLAGE HALL**

A total of £5,726 (6,345) was spent on maintenance, running costs and re-decorating, including cleaning but not including utilities

- £1,811 Cleaning contract and cleaning materials – Cleaners did not work during periods when the hall was closed (£3,694) {3,744}
- £180 Annual licence fee
- £863 Fire alarm and extinguishers – maintenance and repairs (£281) {£200} The engineer was called out to several false alarms during year, resulting in all the call points being replaced
- £90 Annual Boiler service (£206)
- £170 Plumbing repairs
- £2,220 Complete redecorating of hall and refurbishment of bar
- £120 Septic tank empty
- £70 Hand sanitizer
- £59 Wheelie bins emptying
- £145 Minor repairs and replacement items

**PLAYING FIELD/GROUNDS**

A total of £2,450 was spend in maintaining the playing field and outside areas (£2,926) {£2,700}

- £1,230 Maintaining grass on playing field. The contract was given to a new provider this year (£1,552) {2,200}
- £90 Clearing gullies in car park
- £525 Tree work – making oak tree safe
- £360 Replacement and repair to manhole cover and gullies in car park
- £86 Annual RoSPA inspection of play area

- £38 Hedge cutting
- £122 Miscellaneous small items

**DOG BINS:** £219 (£214)

**AUDITORS:** Audit costs were the same as last year. Internal Auditor cost £228 and external £200 – Total £428

**ANNUAL SUBSCRIPTIONS:**

- £35 Information Commission Certification
- £78 Payroll site
- £236 Norfolk Association of Local Councils

Total £349 (375.23) {£358}

**BUSINESS RATES:** This was zero rated again in 2020/21

**BANK CHARGES:** No charges have been incurred

**LOAN REPAYMENTS:** These remained the same at £1,357. The amount remaining £5,360. The final payment will be made in May 2025. Payments for the new loan will commence 2021/22

**TRAINING:** New councillor training £115 (£120) {£250}

**ADVERTISING:** £50 for advert in The Net (£50) {£50}

**DONATIONS:** £50 was donated to two charities in memory of Les Whitehead

**CAPITAL PROJECTS**

- £17,451 - Removal and replacement of flat roof along the side of the hall including the replacement and plastering of affected ceilings and removal of lights to enable replacement ceilings and replacement with LED fittings
- £15,000 - Parish council contribution to footpath to be laid along the High Street

**Total payments for year £52,515.** Excluding the Capital projects, general payments were 20,182 {22,789 *budget*} Less than budgeted for due to cleaners not working for much of year.

**Excess of Receipts over Payments** of £14,303 due entirely to the Covid grants. Without these grants, there would have been a significant loss over the year. This has proved the wisdom of the new policy of not including anticipated hall receipts in the budget but only including them after receipt.

During 2020/21, £2,607 was received for VAT paid in the previous year. As expenditure is recorded as Net, this VAT has no impact and is not included in receipts figure