

BACTON PARISH COUNCIL

Summary Receipts & Payments Account

For The Year Ending 31st March 2024

31/03/2023		31/03/2024
£		£
	Receipts	
17,200.00	Precept	17,200.00
34.43	Interest on Investments	130.28
935.51	VAT Repayment	1,282.94
1,038.99	Recycling Credits	1,219.18
438.00	Allotment Rents	409.50
78.91	Miscellaneous (other)	45.11
-	Grants/Donations	-
<u>19,725.84</u>	Total Receipts	<u>20,287.01</u>
	Payments	
5,837.10	Staff Costs	6,095.40
981.36	Administration	1,157.88
72.00	Hall Hire	-
1,275.00	Grass Cutting	1,352.00
2,862.24	Village Maintenance	2,713.05
141.33	Section 137	100.00
1,682.93	Insurance	1,897.10
1,125.00	Grants/Donations	1,043.50
14,201.29	Miscellaneous	4,829.74
575.41	Electricity	708.66
83.95	Water	260.98
130.25	Flood Wardens	133.91
331.95	Community events	-
1,282.94	VAT to reclaim	874.95
<u>30,582.75</u>	Total Payments	<u>21,167.17</u>

Receipts and Payments Summary

25,629.39	Balance at 1st April 2023	14,772.48
19,725.84	Total Receipts	20,287.01
30,582.75	Less Total Payments	21,167.17
<u>14,772.48</u>	C/F 2023/2024	<u>13,892.32</u>

These cumulative funds are represented by:

1,658.00	Current Account	3,870.47
13,114.48	Business Deposit Account	10,021.85
-	Cheques not cashed	-
<u>14,772.48</u>		<u>13,892.32</u>

The above statement represents the financial position of the authority at 31st March 2024 and reflects its receipts and payments during the financial year.

S. M. Alden 13-5-2024

Signed - Chair

Date

[Signature] 13-5-2024

Signed - RFO Date

BACTON PARISH COUNCIL - EXPENDITURE 1st April 2023 - 31st March 2024															
DATE	DETAILED PAYEE	PAY HMRC	ADMIN/ EXPENSES	HALL HIRE	GRASS CUTTING	MAINT VILLAGE	8.32 S137	INSURANCE	GRANTS/ DONATIONS	OTHER	Electricity	Water	Flood Wardens	VAT	TOTAL
15.05.23	372 Countystyle - March					90.00				55.00				11.00	66.00
15.05.23	373 DT Overton					7.65								1.53	90.00
15.05.23	374 NNDC - Edingthorpe Bin									172.00					172.00
15.05.23	375 NPTS														368.00
15.05.23	376 Ricky Green (Edingthorpe sign) - installation													16.00	368.00
15.05.23	377 Jake Neal - rubbish removal at playing field					80.00								9.40	596.00
15.05.23	378 J Withers - allotment hedge cutting					47.00									556.40
15.05.23	379 HMRC	11.40													571.40
15.05.23	380 VOID														11.40
15.05.23	381 Elaine Pugh - Expenses		195.74							70.00					195.74
15.05.23	382 Ros Calvert - audit														70.00
15.05.23	383 AJ Galagher - yearly Council insurance							1,897.10							1,897.10
15.05.23	384 Mr G Cheney - caretaking				240.00	189.75									429.75
15.05.23	385 Kevin Richardson									27.50				5.50	240.00
15.05.23	386 Countystyle - April														27.50
15.05.23	387 VOID														27.50
15.05.23	388 Elaine Pugh - tap and dog rolloes									39.94				5.89	45.83
15.05.23	389 Bacton Gardening Club				464.00			150.00							150.00
15.05.23	390 Kevin Richardson - grass cutting					462.00									464.00
15.05.23	391 Gary Cheney					90.00									462.00
15.05.23	392 Mr D Overton - mole patrol														90.00
15.05.23	393 VOID														90.00
15.05.23	394 Anglian Water - slits - £55.47 available £15.71										71.18				71.18
15.05.23	395 Bacton on Sea Village Hall - Little Pirates							643.50						17.61	661.11
15.05.23	396 EON - electricity - meter to be read										318.67				318.67
15.05.23	397 Elaine Pugh - expenses		65.54												65.54
15.05.23	398 Steve Jackson - upgrade of website									135.00					135.00
15.05.23	399 VOID														135.00
15.05.23	400 ProLudic - replacement part for play area									130.69				26.14	156.83
15.05.23	401 Stuart Clark - caretaking/grass														130.69
15.05.23	402 Anglian Water (bill £35.32 - playing field £21.08)										56.40				56.40
15.05.23	403 Gary Cheney														56.40
15.05.23	404 Kevin Richardson				488.00										488.00
15.05.23	405 The Delta store									66.99				13.40	80.39
15.05.23	406 Countystyle Recycling									122.50				24.50	147.00
15.05.23	407 Elaine Pugh (including barrier for field)		23.19							121.67				23.33	145.06
15.05.23	408 EON New										303.54			15.94	319.48
15.05.23	409 NNDC - doglitter bin									749.95				149.99	899.94
15.05.23	410 DT Overton													42.00	899.94
15.05.23	411 PFK Littlejohn - audit costs								210.00						210.00
15.05.23	412 Anglian Water (bills £35.32)										35.32				35.32
15.05.23	413 Firm Woodcraft - Bacton sign									97.00					97.00
15.05.23	414 Mr M Kinder (caretaking)														97.00
15.05.23	415 Secret Gardens (Stuart Clark) - sign									120.00				14.99	134.99
15.05.23	416 Kevin Richardson				160.00										160.00
15.05.23	417 The Play Inspection Company									74.95					74.95
15.05.23	418 Elaine Pugh			64.18											64.18
15.05.23	419 EON										39.88				39.88
15.05.23	420 VOID														39.88
15.05.23	421 Royal British Legion (S137)						100.00								100.00
15.05.23	422 Withcouch								250.00						250.00
15.05.23	423 NPTS									176.00					176.00
15.05.23	424 Gasdon (Edingthorpe Lifebuoy)									381.09					381.09
														76.22	457.31

BACTON PARISH COUNCIL - EXPENDITURE 1st April 2023 - 31st March 2024																
DATE	CHEQUE	PAYEE	PAY HMRC	ADMIN/ EXPENSES	HALL HIRE	GRASS CUTTING	MAINT VILLAGE	S137	INSURANCE	GRANTS/ DONATIONS	OTHER	Electricity	Water	Flood Wardens	VAT	TOTAL
15.01.24	435	North Walsham Fire Protection														£27.60
15.01.24	426	Mr Overton (Moles)					90.00									£90.00
15.01.24	427	VOID														
15.01.24	428	Anglian Water (leaks £26.30/Plugging £19.10)											47.40			£47.40
15.01.24	439	CountryStyle Recycling													6.70	£40.20
15.01.24	430	NNDC - elections														£51.72
15.01.24	431	London Heats (Defud) Edingthorpe														£750.00
15.01.24	432	EON Next										20.82			1.04	£21.86
15.01.24	433	Richard Kimble														£34.92
15.01.24	434	Elaine Pugh (expenses)														£129.50
15.01.24	435	Richard Kimble														£18.99
15.01.24	436	Stuart Clark - Edingthorpe pampas/leebay									1,020.00				204.00	£1,224.00
01.08.23	d/d	Tesco mobile - Flood Wardens mobile												10.00		£10.00
01.09.23	DD	Tesco - mobile phone - Flood Wardens												10.00		£10.00
02.10.23	DD	Tesco mobile - Flood Wardens mobile												10.00		£10.00
01.11.23	d/d	Tesco mobile - Flood Wardens mobile												10.00		£10.00
01.12.23	d/d	Tesco mobile - Food Wardens mobile												10.00		£10.00
02.01.24	d/d	Tesco mobile - Flood Wardens mobile												10.00		£10.00
01.02.24	d/d	Tesco mobile - Flood Wardens mobile												10.00		£10.00
01.03.24	DD	Tesco mobile - Flood Wardens mobile												10.00		£10.00
21.02.24	DD	ICO									35.00					£35.00
11.03.24	Unity	NPT'S - training - Stephen									48.00					£48.00
11.03.24	Unity	Product - replacement part for play area					664.03								132.80	£796.83
11.03.24	Unity	EON Next										25.75			1.29	£27.04
11.03.24	Unity	CountryStyle Recycling									112.50				22.50	£135.00
11.03.24	Unity	Anglian Water - allotments											29.79			£29.79
11.03.24	Unity	Anglian Water - Pavilion											20.89			£20.89
11.03.24	Unity	Product - replacement part for play area					144.12								28.82	£172.94
11.03.24	Unity	Elaine Pugh													17.67	£139.40
31.03.24	Unity	Bank charges									5.74					£5.74
09.04.23	d/d	Elaine Pugh (April)														£553.50
09.05.23	d/d	Elaine Pugh (May)														£553.50
09.06.23	d/d	Elaine Pugh (June)														£553.50
09.07.23	d/d	Elaine Pugh (July)														£553.50
09.08.23	d/d	Elaine Pugh (August)														£553.50
09.09.23	d/d	Elaine Pugh (September)														£553.50
10.10.23	d/d	Elaine Pugh (October)														£553.50
08.11.23	d/d	Elaine Pugh (Nov)														£553.50
08.12.23	d/d	Elaine Pugh (December)														£553.50
08.01.24	d/d	Elaine Pugh-Clerk salary (Jan)														£553.50
08.07.24	d/d	Elaine Pugh - Clerk salary (Feb)														£553.50
08.03.24	d/d	Elaine Pugh - Clerk salary (March)														£553.50
		TOTALS		£ 6,095.40	£ 1,167.88	£ 1,352.00	£ 2,713.06	£ 100.00	1,897.10	£ 1,043.50	£ 4,829.74	£ 708.66	£ 260.98	£ 133.91	874.95	£ 21,167.17

BACTON PARISH COUNCIL - INCOME 1st APRIL 2023 - 1st APRIL 2024

DATE	FROM	PRECEPT	INTEREST BUS ACCT	VAT REFUND	RECYCLING CREDITS	ALLOTMENT RENTS	OTHER WAYLEAVE	TOTALS
28.04.23	NNDC - 1st tranche precept	8,600.00						8,600.00
14.04.23	HMRC - VAT			1,282.94				1,282.94
28.07.23	NCC - bottlebank				1,219.18			1,219.18
19.05.23	Elaine Pugh - repayment of tax to PC						11.40	11.40
29.09.23	NNDC - 2nd tranche Precept	8,600.00						8,600.00
14.12.23	UK Power Networks - Land at Edingthorpe						33.71	33.71
	Barclays interest							
05.06.23	Barclays interest (March - June)		27.34					27.34
04.09.23	Barclays interest (June-Sept)		35.21					35.21
04.12.23	Barclays interest (Dec)		45.88					45.88
31.03.24	Unity Bank interest		21.85					21.85
	Allotment payments							
05.04.23	Allotment - Wigmore - 16					19.50		19.50
06.04.23	Allotment - Norfolk James - 14A					15.00		15.00
11.04.23	Allotment - Walker - 14B					15.00		15.00
11.04.23	Allotment - Kennell - 13B					15.00		15.00
11.04.23	Allotment - Petrou					30.00		30.00
12.04.23	Allotment - L Sharpe 19					19.50		19.50
28.04.23	Allotment - Hales - 20					15.00		15.00
19.05.23	Allotment - Abigail					10.50		10.50
05.06.23	Allotments - paid into Barclays					270.00		270.00
	TOTALS	17,200.00	130.28	1,282.94	1,219.18	409.50	45.11	20,287.01

Explanation of variances

Name of Council: **BACTON PARISH COUNCIL**

Explanations for variance of more than 15% (and over £200) for individual boxes in Section 1 except where there are "compensating" variances which leave a box relatively unchanged.

Section 1	2022/2023 £	2023/2024 £	Variance £ (+/-)	Detailed explanation of variance (with amounts to nearest £10)
Box 1 Balances carried forward	25,629	14,772	-£10,857	Balances were slightly higher due to high expenditure incurred during 2022/2023. This did not occur in 2023/2024 to the same level.
Box 2 Precept	17,200	17,200	+£0	There was no change in Precept as the Council had sufficient reserves.
Box 3 Other Income	2,526	3,087	+£561	Income was slightly up due to increase in bottlebank and VAT reclaim.
Box 4 Staff costs	5,837	6,095	+£258	The Clerk received a salary increase late in 2023.
Box 5 Loan interest/ capital	NIL	NIL	£NIL	
Box 6 Other payments	24,746	15,072	-£9,674	Less expenditure was spent on asset repairs. During 2022/2023 the Council spent significant funds on refurbishment of a historic wall at our play area. Village sign and plinths for 2 village signs together with benches for our play area. This did not occur during 2023/2024. In 2024 we spent funds on a new defibrillator and lifebuoy for Edingthorpe. We also paid for the removal of the pampas grass at the land owned by the Parish Council at Edingthorpe.
Box 7 Balances carried forward	14,772	13,892	-£880	Balances are reduced due to the expenditure incurred due to a lower receipt from VAT. Earmarked reserves at year end: <i>£12,000 is held as reserves to serve the community and for future projects which are being developed; improvements to old Bowls Club. Balance held is for flexible reserves</i>
Box 9 Fixed assets & Long term assets	180,559	261,688	+£3,381	In 22/23 - 3 new benches at a cost of £2,710 which has been added to the asset list. In 23/24 We purchased an additional defibrillator for Edingthorpe and lifebuoy. Total increase in assets of £3,381 Adjustment to Fixed assets of £97,748 to align with insurance policy and revaluations.
Box 10 Total Borrowings	Nil	Nil	£Nil	

BACTON PARISH COUNCIL
Bank reconciliation
For The Year Ending 31st March 2024

Prepared by: Elaine Pugh - Clerk and RFO
Approved by: Susan Holden - Chair

10th April 2024

Balance per bank statements as at 31 March 2024

Current Account - Unity Trust Bank (transferred from Barclays)
Instant Access - Unity Trust Bank (transferred from Barclays)

£	£
3,670.47	
10,021.85	
	<u>13,892.32</u>

Petty cash float (not applicable)

Less any unpresented cheques at 31st March 2024

Less cheques outstanding:

Unbanked cash at 31st March

Net bank balance as at 31 March

0.00
<u>0</u>
0.00

Net balances as at 31st March

13,892.32

The net balances reconcile to the Cash Book (receipts and payments) for the year as follows:

CASH BOOK

Opening Balance 1st April 2023

Add: Receipts in the year 2023/2024

Less: Payments in the 2023/2024

14,772.48
20,287.01
21,167.17

Closing balance per cash book 2024

(receipts and payments book) as at 31st March 2024

13,892.32

BACTON PARISH COUNCIL - RISK ASSESSMENT 2023-2024

	Insured	Risk	Action	Completed
Pavillion maintained	Yes	Medium	Checked regularly and grass cut every 2 weeks	
Pavillion PAT testing	Yes	Low	Clerk to arrange	
Fire extinguishers at Pavillion	Yes	Low	Checked in September 2024	completed
Storage facility	Yes	Low	Monitor	
Allotments	Yes	Low	Maintain payments and leases	Updated regularly and in May
Water at allotments	No	Low	Taps adapted and hoses/pipes have been banned	Yes - monitor
Grass cut and maintained	N	Low	Ensure mowed regularly and moles deterred	Yes by Kevin Richardson
Moles on play area	N	Low	Mr Overton patrols this	As necessary
Benches maintained	Y	Low	Monitor	Yes
Play area invaded by Travellers	N/A	Low	Barriers installed - replaced	Yes
Play Equipment	Y	Low	Play Inspection in June/July - remedial works undertaken	Yearly and checked
Notice boards	Y	Low	Monitor	Maintain
Bus Shelters	Y	Low	Monitor	Repaired
Objection to Parish Council Accounts	No	Low	Monitor	Competent RFO
Exposure to high annual auditor cost	No	Low	Monitor and maintain funding	Yes
Fidelity guarantee	Yes	Low	Ensure insurance policy in place and meets reserves	In place
Cheque Fraud	No	Low	Councillor's to check invoices	Checked monthly
Cheque signing	No	Low	To be signed by 2 Members	Monthly
Payments to HMRC	No	Low	Clerk to ensure paid and provide payslips	Reported regularly
Income	No	Low	Clerk to ensure all income is accounted for	Clerk
VAT return	No	Low	To be undertaken in May/June	Completed
Asset register	No	Low	Reviewed annually in May	Done
Council insurance	N/A	Low	Ensure insurance policy in place	Done
Land at Edingthorpe	Yes	Low	Improved in 2024 and regularly cut	Kevin Richardson additional works being carried out
Play area fence	Yes	Low	Under review for risk	
Covid 19 - or other response	N/A	Medium	Utilisation of Zoom	As directed by Government
Access to bows club area	N/A	Medium	To secure with better locks due to children accessing	New locks secured 12.4.22
			Investigation of wall has been risk assessed - works need to be arranged. It is hidden by brambles and nettles which deters easy access	
Wall to rear of playing field	N/A	Medium		Repaired
Land at Edingthorpe	N/A	Low	Pond water - nettles and foliage protect access	Lifebouy purchased and installed

Prepared by Elaine Pugh
Date: Reviewed April 2024

BACTON PARISH COUNCIL

Accounts for the year ended 31st March 2024 – ASSET LIST

	Value (£)
Buildings	
Pavillion on recreation ground	145,000.00
Container (Multisports)	2,979.00
	147,979.00
General	
Round wrought iron bench on playing field	2,215.00
Oak bench on playing field	2,013.00
Bench on playing field	320
Bench at Edingthorpe Sign	1,000.00
Bench outside village hall	500.00
2 seats at Cliff	500.00
1 seat at Cable Gap	250.00
1 seat at Rudham's Gap dedicated to Joan Leigh	250.00
Bench by bus shelter	300.00
Village Sign - Bacton	5,000.00
Village Sign - Edingthorpe	5,000.00
Bus Shelter brick and flint - Abbey Street?	15,000.00
Winchester Bus Shelter - Coast Road	12,000.00
Two notice boards (Edingthorpe and Bacton)	1,200.00
Cecil's seat	200.00
Eddie Haylett Seat	200.00
Glasdon benches x 3 (Purchased 2022)	2,710.00
Bench from Shell at Edingthorpe	200.00
Lifebuoy - Land at Edingthorpe	381.09
	49,239.09
Play Equipment	
Fence around play equipment	5,000.00
Basket Ball net/post	2,000.00
Adult Goalposts	1,000.00
1 basket swing (Proludic ex NNDC)	3,080.00
Overhead Rotator (Proludic ex NNDC)	9,650.00
Roundabout (Proludic ex NNDC)	5,307.00
See Saw	2,930.00
Spring Mouse	990.00
Spring Pig	990.00
Picnic table in play area (3)	1,950.00
Multiplay (proludic ex NNDC)	5,125.91
Play Equipment surfacing	3,998.00
Multisports equipment	7,034.00
New play equipment	20,000
	69,054.91
Debribrillator at Pavilion	3,000.00

Defibrillator at Edingthorpe including cabinet	3,000.00
Defibrillators at Coast Road Car Park	0.00
Defibrillator at Superstore	0.00
Defibrillator at School	0.00

Contents of Pavillion	1,412.00
2 Red Telephone boxes - 1 edingthorpe and 1 Bacton	8,000.00

15,412.00

Land owned

Recreation ground	1.00
Allotments	1.00
Land at Highbanks	1.00

TOTAL ASSETS HELD	281,688.00
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