

# BACTON PARISH COUNCIL

## Summary Receipts & Payments Account

For The Year Ending 31<sup>st</sup> March 2022

31/03/2021		31/03/2022
£		£
	<b>Receipts</b>	
16,500.00	Precept	17,000.00
7.34	Interest on Investments	1.60
438.72	VAT Repayment	8,255.37
1,460.24	Recycling Credits	1,038.66
574.25	Allotment Rents (part 21-22 £165)	302.54
194.11	Miscellaneous (other)	33.42
7,530.00	Grants/Donations	1,000.00
<b>26,704.66</b>	<b>Total Receipts</b>	<b>27,631.59</b>
	<b>Payments</b>	
5,382.00	Staff Costs	5,382.00
1,076.33	Administration	1,013.66
-	Hall Hire	-
1,385.00	Grass Cutting	1,200.00
1,692.75	Village Maintenance	1,798.67
70.00	Section 137	100.00
1,175.16	Insurance	1,379.41
150.00	Grants/Donations	350.00
13,043.00	Miscellaneous	9,836.91
128.24	Electricity	221.00
-	Water	277.92
51.30	Flood Wardens	407.06
-	Christmas party	380.00
2,580.59	VAT to reclaim	6,610.29
-	Multisports	-
<b>26,734.37</b>	<b>Total Payments</b>	<b>28,956.92</b>

### Receipts and Payments Summary

26,984.43	Balance at 1st April 2021	26,954.72
26,704.66	Total Receipts	27,631.59
26,734.37	Less Total Payments	28,956.92
<b>26,954.72</b>	<b>C/F 2021/2022</b>	<b>25,629.39</b>

These cumulative funds are represented by:

11,078.17	Current Account	10,087.44
16,078.95	Business Deposit Account	16,080.55
202.40	Cheques not cashed 277, 282, 274 & 279	538.60
<b>26,954.72</b>		<b>25,629.39</b>

The above statement represents the financial position of the authority at 31<sup>st</sup> March 2022 and reflects its receipts and payments during the financial year.

*S.M. Holden* 9.05.2022

Signed - Chairman

Date

*[Signature]*

Signed - RFO Date

9<sup>th</sup> May 2022

BACTON PARISH COUNCIL - EXPENDITURE 1st April 2021 - 31st March 2022																
DATE	PAYEE	CHQ	STAFF	ADMIN/ EXPENSES	HALL HIRE	GRASS CUTTING	MAINT VILLAGE	8.32 S137	INSURANCE	GRANTS/ DONATION/ OTHER	Electricity	Water	Flood Wardens	Multisports	VAT	TOTAL
08.04.21	Elaine Pugh (April)	did	448.50	47.00												£495.50
11.05.21	Elaine Pugh (May)	did	448.50	47.00												£495.50
10.05.21	NCC - Village Gates 50/60	213							3,500.00							£3,500.00
10.05.21	NCC - yellow lines along Coast Rd	214							2,000.00						6.60	£2,000.00
10.05.21	Countystyle (glass recycling)	216							33.00							£39.60
10.05.21	Richard Kimble (reimbursement)	217							41.82							£41.82
10.05.21	Firm Woodcraft (village sign)	218							1,235.00						247.00	£1,482.00
10.05.21	EON	219										35.86			1.79	£37.65
10.05.21	Ros Calvert	220							65.00							£65.00
10.05.21	Came & Co - insurance	221						1,379.41								£1,379.41
10.05.21	Kevin Richardson	224			340.00											£340.00
10.05.21	Fenland Leisure - springy rocker	225							602.00						120.40	£722.40
10.05.21	CT Baker	226					214.00		195.05						39.93	£234.98
10.05.21	Mr M Kinder	227					397.50									£397.50
10.05.21	Mr Cheney	228														£44.29
10.05.21	Elaine Pugh - expenses	229		44.29												£44.29
12.07.21	Countystyle Recycling	230							5.76				66.09		1.44	£7.20
12.07.21	Anglian Water (playing field)	231														£66.09
12.07.21	Mr M Kinder	232					175.00									£175.00
12.07.21	Mr G Cheney	233					127.50									£127.50
12.07.21	CT Baker	234														£90.86
12.07.21	Kevin Richardson	235			290.00				50.71						10.15	£290.00
12.07.21	Elaine Pugh (expenses)	236		41.78												£41.78
13.07.21	EON - Pavilion	237														£38.74
12.07.21	Firm Woodcraft - Easingthorpe	238							440.00						88.00	£528.00
08.06.21	Elaine Pugh (June)	did	448.50	47.00												£495.50
08.07.21	Elaine Pugh (July)	did	448.50	47.00												£495.50
13.09.21	NINDC - dog bin emptying	239		42.66												£42.66
13.09.21	EON (August)	240							601.75			14.91				£722.10
13.09.21	Hall Farm Forage	241							33.32							£15.66
13.09.21	DT Overton	242							240.00							£39.98
13.09.21	Mick Kinder (cantaking)	244														£240.00
13.09.21	Kevin Richardson	246			345.00											£98.00
13.09.21	Countystyle Recycling	247							78.00							£345.00
13.09.21	Richard Kimble	248														£93.60
13.09.21	EON (August)	249										15.22				£89.74
13.09.21	Nigel McGrath - multisports	250														£15.98
13.09.21	HMRC (VAT refund)	252														£380.00
11.08.21	Elaine Pugh - Clerk salary (Aug)	did	448.50	47.00										380.00		£5,674.78
14.09.21	Elaine Pugh - (September)	did	448.50	47.00												£495.50
08.11.21	Richard Kimble Lofmart Sore	253														£495.50
08.11.21	Countystyle Recycling	254							88.50							£69.98
08.11.21	The Play Inspection Company	255			225.00											£106.20
08.11.21	Kevin Richardson	256														£81.00
08.11.21	Mick Kinder (cantaking)	257														£225.00
08.11.21	DT Overton	258														£63.00
08.11.21	EON - Next - Pavilion	259														£150.00
08.11.21	PFK Littleport - audit costs	260										14.90				£15.64
08.11.21	Anglian Water (water playing field)	261							200.00							£240.00
08.11.21	Elaine Pugh (expenses)	262		209.08												£266.48
08.11.21	Wildtouch	263														£0.00
08.11.21	Mr Cheney	264														£260.00
08.11.21	NNC Transport	266														£105.00
09.10.21	Elaine Pugh - Clerk salary (Oct)	did	448.50	47.00												£100.00
09.11.21	Elaine Pugh - Clerk salary (Nov)	did	448.50	47.00												£495.50

BACTON PARISH COUNCIL - EXPENDITURE 1st April 2021 - 31st March 2022																
DATE	PAYEE	CHQ	STAFF	ADMIN/ EXPENSES	HALL HIRE	GRASS CUTTING	MAINT VILLAGE	S137	8.32	GRANTS/ DONATION		Flood		TOTAL		
										INSURANCE	OTHER	Electricity	Water		Wardens	Multisports
DATE	PAYEE	CHQ	STAFF	EXPENSES	HIRE	CUTTING	VILLAGE	S137		INSURANCE	OTHER	Electricity	Water	Wardens	Multisports	VAT
31.01.22	Royal British Legion (S137)	266						100.00								£100.00
08.01.22	Anglian Water (water playing field)	267										71.88				£71.88
31.01.22	EDN	268									46.81			2.34		£49.15
31.01.22	Countrystyle Recycling	269								21.00					4.20	£26.20
31.01.22	Mr DT Overton	270				90.00										£90.00
31.01.22	North Walsham Fire Protection	271								43.00					8.60	£51.60
31.01.22	Mr Richard Kimble (various)	272												266.57	13.08	£279.65
31.01.22	Elaine Pugh (expenses)	273		83.95												£83.95
08.01.22	Elaine Pugh - Clerk salary (Jan)	d/d	448.50	47.00												£496.50
08.12.22	Elaine Pugh - Clerk salary (Dec)	d/d	448.50	47.00												£495.50
	PAYEE	CHQ														
14.03.22	JH Withers & Son	274				45.00									9.00	£54.00
14.03.22	Gary Cheney (caretaking)	275				75.00										£75.00
14.03.22	S&M Builders (Gary Cheney)	276				100.17									20.03	£120.20
14.03.22	Mick Kinder (work at Highbanks)	277				91.00										£91.00
14.03.22	EDN Next	278									25.55				1.28	£26.83
14.03.22	Countrystyle	279								18.00					3.60	£21.60
14.03.22	Elaine Pugh (expenses)	280		27.90												£27.90
14.03.22	Anglian Water (field £111.96/lot)	281										139.95				£139.95
14.03.22	CHT (Defib at Coast Rd car park)	282								310.00					62.00	£372.00
14.03.22	EDN - pavilion	283									30.85				1.54	£32.39
08.03.22	Elaine Pugh - Clerk salary (Feb)	d/d	448.50	47.00												£496.50
08.03.22	Elaine Pugh - Clerk salary (March)	d/d	448.50	47.00												£496.50
21.02.22	ICO	d/d								35.00						£35.00
	TOTALS		£ 5,382.00	£ 1,013.66	£ 1,200.00	£ 1,798.67	£ 100.00	£ 1,379.41	£ 350.00	£ 9,836.91	£ 221.00	£ 277.92	£ 407.06	£ 380.00	£ 6,610.29	£ 28,956.92

BACTON PARISH COUNCIL - INCOME 1st APRIL 2021 - 1st APRIL 2022												
DATE	FROM	PRECEPT	INTEREST BUS ACCT	VAT REFUND	RECYCLING CREDITS	ALLOTMENT RENTS	OTHER WAYLEAVE	General Donations	Xmax Party Multisports	Jubilee	TOTALS	
24.04.21	NNDC - 1st tranche precept	8,500.00									8,500.00	
26.04.21	Allotments - Matthews					21.00					21.00	
20.07.21	NCC - bottlebank				1,038.66						1,038.66	
17.05.21	Allotment payments					215.54					215.54	
07.06.21	Barclays interest		0.40								0.40	
28.05.21	HMRC - VAT (error by HMRC)			5,674.78							5,674.78	
28.06.21	HMRC - VAT			2,560.59							2,560.59	
12.05.21	Allotments - Abigail					10.50					10.50	
22.10.21	Allotments - Wigmore					19.50					19.50	
06.09.21	Barclays interest		0.40								0.40	
30.09.21	NNDC - 2nd tranche Precept	8,500.00									8,500.00	
22.12.21	UK Power Networks - Land at Edingthorpe						33.42				33.42	
06.12.21	Barclays interest		0.40								0.40	
22.12.21	Allotment payments (balance)					36.00					36.00	
04.03.22	Interconnector (multisports 22/23)								250.00		250.00	
04.03.22	Interconnector (jubilee 22/23)								250.00		250.00	
30.03.22	Shell								250.00		250.00	
07.03.22	Barclays interest		0.40								0.40	
<b>TOTALS</b>		<b>17,000.00</b>	<b>1.60</b>	<b>8,256.37</b>	<b>1,038.66</b>	<b>302.54</b>	<b>33.42</b>		<b>500.00</b>	<b>500.00</b>	<b>27,631.69</b>	

**BACTON PARISH COUNCIL**  
**Bank reconciliation**  
**For The Year Ending 31st March 2022**

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

10th April 2022

**Balance per bank statements as at 31 March 2021**

Current Account - Barclays	£	10,087.44	£
Business Saver - Barclays		16,080.55	
		<u>26,167.99</u>	

Petty cash float (not applicable)

Less any unpresented cheques at 31st March 2022

Less cheques outstanding:

JH Withers & Son (274)	54.00
M Kinder (277)	91.00
Countrystyle (279)	21.60
CHT (282)	372.00
Unbanked cash at 31st March	0
Net bank balance as at 31 March	<u>538.60</u>

Net balances as at 31st March

**25,629.39**

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

**CASH BOOK**

Opening Balance 1st April 2021	26,954.72
Add: Receipts in the year 2021/2022	27,631.59
Less: Payments in the 2021/2022	28,956.92

Closing balance per cash book 2022  
(receipts and payments book) as at 31st March 2022

**25,629.39**

Explanation of variances

Attachment 1.2

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	2020/2021 £	2021/2022 £	Variance £ (+/-)	Detailed explanation of variance (with amounts to nearest £10)
<b>Box 1</b> Balances carried forward	26,984	26,955	-£29	Balances have been increased as the Council has not undertaken any major initiatives.
<b>Box 2</b> Precept	16,500	17,000	+£500	The Council increased the Precept to account for the projected expenditure in 2022-2023.
<b>Box 3</b> Other Income	10,205	10,631	+£426	Income although not increased overall. We did inadvertently receive a payment from HMRC which was incorrectly paid to us by HMRC of £5,674.78p. This was on top of the original HMRC VAT reclaim of £2,580.59. Total received from HMRC for VAT was £8,255.37. The incorrect payment of £5,674.78p was returned to HMRC.
<b>Box 4</b> Staff costs	5,382	5,382	+£0	The Clerk's salary was maintained.
<b>Box 5</b> Loan interest/ capital	NIL	NIL	£NIL	
<b>Box 6</b> Other payments	21,352	23,575	+£2,223	In 19/20 we purchased new play equipment. In 21/22 although there were no major purchases the Parish Council contributed to the NCC Parish Partnership Scheme for new village gates £3,500 & double yellow lines £2,000. A village sign was partially paid for at £1,675. We also had to re-pay HMRC the VAT error of £5,674.78p.
<b>Box 7</b> Balances carried forward	26,995	25,629	-£29	Balances were maintained.  <b>Earmarked reserves at year end:</b> <i>£15,000 is held as reserves to serve the community and for future projects which are community use and to upgrade a piece of land at Edingthorpe as well as ongoing repairs.</i> <i>£9,955 is held as general reserves.</i> <i>£2,000 is for the Queens Platinum Jubilee community events</i>
<b>Box 9</b> Fixed assets & Long term assets	157,849	157,849	+£20,000	£20,000 has been increased to our long term assets due to the new play equipment which was funded from We also funded village gates via the NCC Parish Partnership Scheme.
<b>Box 10</b> Total Borrowings	Nil	Nil	£Nil	

**BACTON PARISH COUNCIL - RISK ASSESSMENT 2021-2022**

	<b>Insured</b>	<b>Risk</b>	<b>Action</b>	<b>Completed</b>
Pavillion maintained	Yes	Medium	Checked weekly by football club	<b>Completed</b>
Pavillion PAT testing	Yes	Low	Clerk to arrange	completed
Fire extinguishers at Pavillion	Yes	Low	Checked in April/May 2021	Oct-19
Football portacabin maintained	Yes	Low	Removed due to disrepair	
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	Patrolled by Football Club	As necessary
Benches maintained	Y	Low	Monitor	Yes
Play area invaded by Travellers	N/A	Low	Barriers installed	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	Ensure insurance policy in place	Kevin Richardson
Play area fence	Yes	Low	Ensure cut regularly	additional works being carried out
Covid 19 - or other response	N/A	Low	Under review for risk	As directed by Government
Access to bowls club area	N/A	Medium	Utilisation of Zoom	New locks secured 12.4.22
Wall to rear of playing field	N/A	Medium	To secure with better locks due to children accessing Investigation of wall has been risk assessed - works need to be arranged. It is hidden by brambles and nettles which deters easy access	Quotations being obtained

Prepared by Elaine Pugh

Date: Reviewed April 2022

# BACTON PARISH COUNCIL

## Accounts for the year ended 31st March 2022 – ASSET LIST

	Value (£)
<b>Buildings</b>	
Pavillion on recreation ground	57,286.00
Container (Multisports)	2,000.00
<b>General</b>	
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
Oak memorial seat outside Bacton School	0.00
Village Sign - Bacton	2,132.00
Village Sign - Edingthorpe	2,132.00
Bus Shelter brick and flint - Abbey Street?	2,106.00
Winchester Bus Shelter - Coast Road	4,014.00
Two notice boards (Edingthorpe and Bacton)	1,200.00
Basket Ball net/post	2,000.00
<b>Play Equipment</b>	
Honeycombe Whirl Roundabout (near Pavilion-Wicksteed)	4,657.00
Timberline climbing tower	7,400.00
Timberline - swings	2,475.00
Climbing Frame	3,500.00
Balance beam	750.00
Fence around play equipment	2,500.00
Cecil's seat	200.00
Eddie Haylett Seat	200.00
5 Aside Nets	0.00
Adult Goalposts	1,000.00
Lego held at Pavilion	0.00
1 basket swing (Proludic ex NNDC)	3,080.00
Overhead Rotator (Proludic ex NNDC)	4,650.00
Roundabout (Proludic ex NNDC)	5,307.00
See Saw	2,930.00



Spring Mouse	990.00
Spring Pig	990.00
Basketball Post	1,950.00
Picnic table in play area (3)	1,950.00
Multiplay (proludic ex NNDC)	6,400.00
Bench from Shell at Edingthorpe	200.00
New play equipment	20,000
Contents of Pavillion	1,250.00
2 Red Telephone boxes	5,250.00
<b>Recreation ground</b>	<b>1.00</b>
<b>Allotments</b>	<b>1.00</b>
<b>TOTAL ASSETS HELD</b>	<b>157,849.00</b>